



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Account Technician
Department: Health & Human Services
Classification: Grade 2
Reports to: Fiscal Supervisor
Supervises: No
Normal Business Hours: Monday – Friday, 8:00 AM-4:30 PM
Telecommute: Supervisor Discretion
Union: Yes
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for assisting the Fiscal Supervisor in preparing the overall Agency accounting activities, as well as maintaining accurate financial records.

Communicates with:

Internally – HHS staff.
Externally Public.

Supervision:

N/A

Essential Work Functions:

- Prepare agency bills to be paid.
- Balance accounts, verify amounts, prepare checks and statements for mailing.
- Prepare billings to clients and vendors
- Verify billings received for foster care from home based foster care homes.
- Process receipts.
- Process payments, code & key into system.
- Balance at end of month with Auditor/Treasurer office
- Print checks & reports as needed.
- Run the process for manual warrants.
- Prepare, print & distribute reports, including grants and payroll information.
- Enter claims into system.
- Provide customer service to the public and act as resource for staff.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires specialized training beyond High School, but less than an associate degree.
- One (1) year of relevant experience required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN driver's license
- Understanding of the organization's goals and objectives.
- Strong interpersonal skills.

- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Light (Under 10 pounds of force)		X		
Challenging or threatening behaviors	X			
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____