



**GLOUCESTER COUNTY**  
invites applications for the position of:

# Accounting Technician I

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**SALARY:** \$36,755 +/- DOQ

**OPENING DATE:** 12/29/2021

**CLOSING DATE:** Open Until Filled

**Description:**

Under supervision, performs fiscal control and governmental accounting work in the Finance Department to ensure County and School Board debts are paid accurately and on time. Duties include auditing, processing and reconciling invoices, purchase orders and P-card statements, and the preparation of associated reports. Employee must exercise independent judgment and initiative, and attention to detail in ensuring proper and timely payments. Reports to the Accounting and Budget Manager.

**Required Knowledge, Skills, and Abilities:**

General knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions; of state and local fiscal regulations, policies and procedures; of accounting terminology; and arithmetic.

General knowledge of procedures and policies of the fixed assets program.

Ability to verify documents and forms for accuracy and completeness; organize and effectively process and maintain financial records and files, and prepare reports from them; and analyze and record information and to balance figures. Ability to understand or apply laws, regulations and policies to the maintenance of financial records.

Ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Ability to prepare checks, unpaid voucher reports, check register, vendor master lists, encumbrance reports, chart of accounts, budget summaries, invoice disbursements, etc., using proper format.

**Qualifications:**

Possession of a high school diploma/GED, supplemented by college-level course work in bookkeeping or accounting.

Two (2) to three (3) years of related accounting or bookkeeping experience. Additional education may be substituted for experience.

**Special Requirements:**

To be considered for this position, your online application must include your cover letter, resume and professional references.

Professional references are individuals who can attest to your job related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.

For a complete job description and to apply online, visit our website at: [www.gloucesterva.info](http://www.gloucesterva.info).

*Gloucester County is an Equal Opportunity Employer & Drug Free Workplace.*