



Administrative/ Accounting Technician

Department: Administration

Reports to: Director of Finance

Status: Full-time benefit-eligible (8a to 5p Monday through Friday)

Starting pay: Negotiable and dependent upon experience

JOB SUMMARY

The Administrative / Accounting Technician performs a variety of administrative, customer service, social media, and accounting support functions. This position is responsible for front office operations, accounts receivable processing, recordkeeping, and assisting the Finance Department with reporting, audits, and special projects. The role requires strong organizational, communication, and technical skills.

MAJOR DUTIES

- Greetings and assists the public, providing general information and directing inquiries appropriately.
- Maintains office supply inventory; orders and distributes supplies promptly.
- Assists the County Clerk with administrative duties, including scheduling meetings, managing calendars, & preparing reports.
- Processes and records revenue and cash receipts accurately and promptly.
- Maintains accounts receivable records and monitors outstanding balances.
- Generates monthly, quarterly, and annual billings.
- Assists with account reconciliations and general ledger support functions.
- Assists in preparation for the annual audit.
- Manages files and records in accordance with County policies, record retention, and guidelines.
- Involves writing, designing, publishing, and curating content across social media.
- Posts agendas, minutes, and public notices on the county website and prepares and updates webpage content as required.
- Responds to general public inquiries both in person and electronically
- Interact and communicate effectively with supervisors, staff, other departments, municipalities, vendors, and the public.
- Coordinates county events and public relations activities, including planning, organizing, and promoting events; assists with public information efforts through social media, website updates, and community outreach.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of basic GAAP and procedures, including accounts receivable and general ledger functions.
- Knowledge of standard office administration practices, procedures, and equipment.
- Knowledge of customer service principles and practices for assisting the public professionally and courteously.
- Knowledge of modern office software applications, including Microsoft Office Suite (Word, Excel, Outlook), and financial/accounting systems.

- Knowledge of records management and retention procedures in accordance with County policies and applicable regulations.
- Knowledge of auditing processes and financial reporting requirements.
- Knowledge of data entry techniques and attention to detail required for maintaining accurate financial and administrative records.
- Knowledge of social media platforms and website content management relates to public information dissemination.
- Knowledge of grant research processes and basic grant administration principles.
- Knowledge of standard operating procedures development and documentation.
- Working cooperatively with all departments, administration staff, County officials, and outside agencies.

SUPERVISORY CONTROLS

- The County Administrator, County Clerk, and Finance Director assign work in terms of general instructions and established procedures.
- The employee is expected to carry out assigned tasks independently, using judgment in the application of policies and procedures.
- Completed work is reviewed through spot-checks for accuracy, completeness, compliance with established guidelines, and the overall quality and appropriateness of results.

COMPLEXITY/SCOPE OF WORK

- The work consists of a variety of administrative, accounting support, and customer service duties that are generally routine but may require attention to detail and accuracy.
- The position involves coordinating multiple tasks simultaneously, requiring organization, time management, and the ability to prioritize workload effectively.
- The purpose of this position is to provide administrative and financial support to staff and departments. Success in this role contributes to the efficient operation of daily activities, accurate financial recordkeeping, and effective service to the public.
- Work may involve handling sensitive or confidential information, requiring discretion and adherence to established policies and procedures.

CONTACTS

- Contacts are typically with coworkers, supervisors, other County employees, outside agencies, vendors, and members of the general public.
- Contacts are typically for the purpose of providing customer service, coordinating activities, and giving, receiving, or exchanging information.
- Interactions may require tact, professionalism, and effective communication to address questions, resolve minor issues, and ensure accurate information is conveyed.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is primarily performed while sitting at a desk or workstation, with occasional standing, walking, bending, or reaching.
- The employee may occasionally lift and carry light objects, typically up to 10–20 pounds.
- The work requires the use of standard office equipment, including computers, telephones, copiers, and scanners, which may involve repetitive hand and wrist movements.
- The work is typically performed in a standard office environment with minimal exposure to adverse conditions.
- Interaction with the public and staff may require the ability to communicate clearly in person, by phone, and electronically.

MINIMUM QUALIFICATIONS

- High school diploma or GED required, Associate's degree in Accounting, Business Administration, or related field preferred.
- Experience in accounting, bookkeeping, or administrative support preferred.
- Knowledge of basic accounting principles and practices.
- Proficiency in Microsoft Office (Excel, Word) and general office software.
- Strong organizational, communication, and customer service skills.

Interested applicants should email, mail, or drop off a letter of interest, resume, and completed application to HR@lamarcountyga.com. Applications may be obtained in the career section of the Lamar County website, www.lamarcountyga.com.

Lamar County, Georgia, is an Equal Opportunity Employer and a drug-free workplace. All applicants will be required to complete a pre-employment drug test and criminal background check. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.