Accounting Technician

1. Maintain a variety of fiscal records such as complex ledgers, journals, trusts, control sheets, computer data and other documents related to MAA and TCM. (19 – MAA/TCM Coordination and Claims Administration)

2. Compile, organize and prepare a variety of complex reports dealing with fiscal transactions required by the County or other government agencies related to MAA and TCM. (19 – MAA/TCM Coordination and Claims Administration)

3. Enter, retrieve and perform some basic analysis of data related to MAA and TCM. (19 – MAA/TCM Coordination and Claims Administration)

4. Compute figures or data and determines fees, refunds, balances and other fiscal transactions related to MAA and TCM. (19 – MAA/TCM Coordination and Claims Administration)

5. Resolve technical problems and takes corrective measures; contact individuals, departmental personnel, and others to provide or elicit information, resolve problems and explain procedures, policies and rules related to MAA and TCM. (19 – MAA/TCM Coordination and Claims Administration)

6. Act as a resource and assist with solving non-routine and complex problems related to MAA and TCM. (19 – MAA/TCM Coordination and Claims Administration)

7. Assist in overseeing LGA-wide MAA and TCM time survey process for county departments, county subcontractors.

8. Collect time surveys and perform quality control functions. (19 – MAA/TCM Coordination and Claims Administration)

9. Compare surveys to time records related to MAA and TCM. (19 – MAA/TCM Coordination and Claims Administration) Lead trainings related to the performance of MAA. (19 – MAA/TCM Coordination and Claims Administration)

10. Assist LGA Coordinator in carrying countywide administrative functions in support of the MAA and TCM programs related to MAA and TCM. (19 – MAA/TCM Coordination and Claims Administration)

11. Attend training related to the performance of MAA. (19 – MAA/TCM Coordination and Claims Administration)

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Employee Signature (Please sign in blue ink)   Date

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Employee Name (Printed)