

### Senior Accounting Technician

1. Perform technical accounting work for MAA, TCM and outreach programs with considerable financial record keeping activity without direct technical supervision. (19 – MAA/TCM Coordination and Claims Administration)
2. Perform a wide variety of accounting tasks in reviewing budgetary accounts and auditing and maintaining trust and other funds for MAA, TCM and outreach programs. (19 – MAA/TCM Coordination and Claims Administration)
3. Modify or develop new record keeping methods in response to changes in fiscal processes for MAA, TCM and outreach programs. (19 – MAA/TCM Coordination and Claims Administration)
4. Collect fiscal data from ledgers, reports and other sources for insertion into MAA claims and TCM cost reports. (19 – MAA/TCM Coordination and Claims Administration)
5. Research Federal/State guidelines and communicates changes to appropriate personnel to implement and maintain procedures and record keeping that will ensure reimbursement related to MAA and TCM. (19 – MAA/TCM Coordination and Claims Administration)
6. Prepare claims for Federal/ State reimbursement of administrative expense where the consequence of error may result in serious financial losses to the County related to MAA and TCM. (19 – MAA/TCM Coordination and Claims Administration)
7. Analyze data or figures or information in a variety of fiscal records, such as computerized fiscal reports or other source documents to determine accuracy and to initiate appropriate adjustments related to MAA and TCM. (19 – MAA/TCM Coordination and Claims Administration)
8. Assist in collecting fiscal data from ledgers, reports and other sources for insertion into MAA claims and TCM cost reports related to MAA and TCM. (19 – MAA/TCM Coordination and Claims Administration)
9. Assist LGA Coordinator in carrying countywide administrative functions in support of the MAA and TCM programs. (19 – MAA/TCM Coordination and Claims Administration)
10. Attend trainings related to the performance of MAA. (19 – MAA/TCM Coordination and Claims Administration)
11. Lead trainings related to the performance of MAA. (19 – MAA/TCM Coordination and Claims Administration)

\_\_\_\_\_  
Employee Signature (Please sign in blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)