

ACCOUNTING TECHNICIAN

KIND OF WORK

Technical/para-professional accounting and auditing work.

NATURE AND PURPOSE

Under limited supervision/procedural control, provides technical fiscal advice and service requiring interpretation of rules and regulations relating to the Statewide Accounting (or comparable) System including responsibility for the planning and control of expenditures for a distinct fiscal operation such as a major set of accounts, pre-audit of transactions in a major activity or cash receipts in a major facility; may provide technical advice and work guidance to office support staff as a lead worker; performs related work as required.

A major factor for allocation of positions to the Accounting Technician class is the responsibility for recognizing errors or problems in the fiscal transactions of an agency and recommending alternative solutions for consideration by other staff. This level is differentiated from the Account Clerk, Senior class by the semi-professional accounting work, less emphasis on transactional matters, and greater responsibility for the analysis and preparation of accounting records and reports.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Compiles records and reports which are in compliance with directives to assist in the preparation and maintenance of annual spending plans by assisting activity managers with the preparation of their internal budget needs; by preparing financial status reports by budget activity; by reconciling data into cost elements; by preparing budget requests; by keeping and balancing accounts and classifying transactions; and by monitoring the preparation and maintenance of records and substantiating source documents.

Explains and interprets policies, procedures and processes pertinent to the program/administrative functions to agency managers and other support staff by answering inquiries and facilitating proper application of these directives and processes.

Advises staff members and persons outside the agency on matters pertaining to fiscal and/or program areas by providing written and verbal interpretations of the unit's policies and procedures.

Designs the work procedures and operations to be used by support staff to ensure the proper use of staff, equipment and material resources by establishing standards and guidelines and by determining work priorities.

Plans, organizes and implements work assignments, as directed, in such areas as accounting/budgeting, finance/grants and/or administration/ organization of the work unit to meet goals and objectives of assigned functions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Budget terminology, preparation and use sufficient to assist in the preparation of internal budget needs, prepare financial status reports by budget activity and prepare budget requests.

Bookkeeping/basic business and governmental accounting terminology sufficient to keep a major set of accounts or pre-audit transactions in a major activity.

Arithmetic and mathematics sufficient to compute the totals, averages and percentages of numerical data and to check or reconcile data.

The Statewide Accounting System and office procedures and equipment sufficient to compile records and reports which are in compliance with directives and explain and interpret policies and procedures.

Ability to:

Analyze financial records and reports, locate errors and recommend solutions to procedural or other problems.

Use a variety of office equipment such as calculators, adding machines and CRT's.

Read, explain and interpret a variety of materials and follow detailed instructions.

Design work procedures and plan, organize and implement work assignments.

Est.: 4/67
Rev.: 6/68, 1/77, 3/84, 7/00
Ckd.: 4/69

T.C.:
Former Title(s):