



Accounting Technician

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
ACCOUNTING TECHNICIAN I	1000	A11	\$32,332 - \$47,355
ACCOUNTING TECHNICIAN II	1002	A13	\$35,439 - \$52,388
ACCOUNTING TECHNICIAN III	1004	A15	\$38,976 - \$58,045

GENERAL DESCRIPTION

Performs technical accounting support work by performing detailed assignments such as recording, classifying, examining, and verifying financial records, documents, or reports.

EXAMPLES OF WORK PERFORMED

Classifies, codes, posts, and balances financial accounting documents and records.

Compiles statistical, financial, accounting, or auditing reports and tables pertaining to cash receipts, expenditures, accounts payable and receivable, and profits and losses.

Calculates, prepares, and issues bills, invoices, account statements, and other financial statements according to established procedures.

Prepares payment, cash, general journal, and related vouchers.

Prepares financial statements and operating reports.

Receives cash, prepares deposit slips, and maintains cash control records.

Completes annual inventory of equipment and supplies.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels.

Note: *Factors that may distinguish between the journey and senior levels include the degree of independence in performing the work; the complexity of the work; the scope of responsibility; and the employee's related work experience, education, and certifications. Employees at the journey level may independently perform the full range of work identified within current or previous levels and may assist others performing work of greater complexity.*

ACCOUNTING TECHNICIAN I: Performs routine (journey-level) technical accounting support work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

***Note:** Senior-level employees may perform the full range of work listed in the levels preceding their own, and/or may coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; and the nature, complexity, scope, and impact of the work performed.*

ACCOUNTING TECHNICIAN II: Performs highly complex (senior-level) technical accounting support work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Compute, analyze, prepare, and process purchase or travel vouchers.
- Audit field operating reports, vouchers, claims, invoices, requisitions, estimates, purchase orders, statements, and similar records.
- Monitor the budget.

ACCOUNTING TECHNICIAN III: Performs advanced (senior-level) technical accounting support work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Perform analysis of and reconcile discrepancies in accounts, bank statements, or appropriation balances; and report findings.
- Track invoices to ensure payments are made.
- Perform or verify financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal.
- Post to general ledger and subsidiary ledgers; close and balance accounts; compile data for budget preparation purposes.
- Maintain control of account codes and expenditure authorizations; check allotments to see how much money has been encumbered by program.
- Review and process claims for payment in accordance with guidelines and accounting procedures; maintains estimate and claims filed registers.
- Process revolving fund checks for salary and travel advances.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience with accounting or bookkeeping principles. Graduation from a standard senior high school supplemented by college coursework in accounting is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
- Skill in the use of a computer and applicable software.
- Ability to review work for accuracy, to accurately perform detailed numerical work, to make arithmetical computations, to prepare financial and accounting records, and to communicate effectively.

Additional for Accounting Technician III level

- Ability to serve as a lead worker providing direction to others.