



Accounting Technician I

Salary Group: A11

Class Code: 1000

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
ACCOUNTING TECHNICIAN I	1000	A11	\$26,332 - \$41,355
ACCOUNTING TECHNICIAN II	1002	A13	\$29,439 - \$46,388

GENERAL DESCRIPTION

Performs routine (journey-level) technical accounting support work. Work involves performing detailed assignments in recording, classifying, examining, and verifying financial records, documents, or reports. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

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.

Assists with computing, analyzing, preparing, and processing purchase or travel vouchers.

Assists with researching and reconciling discrepancies in accounts, bank statements, or appropriation balances; and reports findings.

Assists with the preparation of financial statements and operating reports.

May perform financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal.

May receive cash, prepare deposit slips, and maintain cash control records.

May assist with an annual inventory of equipment and supplies.

May assist with tracking invoices to ensure payments are made.

May assist with auditing field operating reports, vouchers, claims, invoices, requisitions, estimates, purchase orders, statements, and similar records.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Familiarity 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

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.