



Accounting Technician III

Salary Group: A15
Class Code: 1004

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
ACCOUNTING TECHNICIAN I	1000	A11	\$29,332 - \$44,355
ACCOUNTING TECHNICIAN II	1002	A13	\$32,439 - \$49,388
ACCOUNTING TECHNICIAN III	1004	A15	\$35,976 - \$55,045

GENERAL DESCRIPTION

Performs advanced (senior-level) technical accounting support work. Work involves performing and/or coordinating detailed assignments in recording, classifying, examining, and verifying financial records, documents, or reports. May serve as a lead worker providing direction to others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares and/or coordinates the preparation of financial accounting documents and records.

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.

Computes, analyzes, prepares, and processes purchase or travel vouchers.

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

Reconciles and analyzes discrepancies in accounts, bank statements, or appropriation balances; and reports findings.

Tracks invoices to ensure that payments are made.

Performs and verifies financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal.

Posts transactions to the general ledger and subsidiary ledgers; closes and balances accounts; and compiles data for the preparation of budgets.

Maintains control of account codes and expenditure authorizations; checks allotments to confirm amount of funds encumbered by program.

Reviews and processes claims for payment in accordance with guidelines and accounting procedures; maintains estimate and claims filed registers.

Processes revolving fund checks for salary and travel advances.

Assists with the preparation of financial statements and operating reports.

Assists with an annual inventory of equipment and supplies.

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

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

May assist in monitoring the budget.

May serve as a lead worker providing direction to others.

Performs related work as assigned.

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

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, to communicate effectively, and to serve as a lead worker providing direction to others.