

Accounting Technician

DESCRIPTION OF WORK: Positions in this banded class primarily maintain, oversee, and report financial accounting data. Positions may also serve as specialists in an area or program requiring specialized fiscal knowledge, such as, but not limited to, payroll, contract/grants, or other closely related accounting services. Technical accounting work may include independent responsibility for maintaining accounting records or separate accounts receivable/payable and payroll functions. Positions may include varied responsibilities affecting the fiscal and financial operations of their respective work unit or involvement in a budget process. Positions have delegated responsibility to analyze data for accuracy, to problem-solve, and to interpret regulations. Positions may reverse errors. They are accountable for accuracy of entries and reconciliation of data and information. Positions coordinate and/or make recommendations for system changes and may test new processes.

EXAMPLES OF COMPETENCIES: CONTRIBUTING:

Knowledge-Technical: Working knowledge of accounting methods, procedures, and accounting practices. Knowledge of accounting and other software (e.g.: ERP, Excel, Word, Access).

Financial Program Monitoring and Management: Ability to maintain routine financial accounting data, following standardized methods and procedures. Ability to maintain routine accounting records. Ability to report data in standardized formats.

JOURNEY

Knowledge-Technical: Considerable knowledge of government accounting methods, procedures, and accounting practices needed to perform the work. Basic knowledge of program laws and regulations needed to perform the work. Knowledge of a variety of technology, financial systems, and software packages to create and maintain data. Ability to develop formulas for moderately complex spreadsheets.

Financial Program Monitoring and Management: Ability to verify and ensure accuracy and validity of moderately complex transactions. Ability to examine accounting records to assure adherence to accounting standards and regulations. (Examples: variety of funding sources with different reporting cycles and standards; re-investment of funds and accountability for the more complex funding sources.) Ability to maintain and manage accounting records of moderate variety and complexity, including preparation of financial statements and reports. (Examples: research, compile, and analyze information; prepare statistics; write/draft reports; make recommendations for resolution.)

ADVANCED

Knowledge-Technical: Thorough knowledge of a government accounting methods, procedures, and accounting practices. May require basic knowledge of the principles of a specialized accounting field or program. Knowledge of a broad range of technology, financial systems, and software packages. Ability to develop formulas for complex spreadsheets. Ability to set up automated procedures and resolve operational issues of software/hardware.

Financial Program Monitoring and Management: Ability to manage a variety of transactions which may require considerable financial program knowledge.

Communications: Ability to gather and report routine financial information.

Problem-Solving: Ability to identify and correct routine and recurring financial problems, referring other problems to a higher level. Ability to follow/apply oral and written guidelines.

Leading Work Teams: N/A

Supervise a financial function of moderate complexity. Maintain and manage accounting records of moderate variety and complexity, including preparation of financial statements and reports. (Examples: Research, compile, and analyze information; prepare statistics; write/draft reports; make recommendations for resolution)

Communications: Ability to explain and interpret financial information.

Problem-Solving: Ability to resolve problems of moderate complexity. Ability to select best solution from several options or where no precedent exists. Ability to make suggestions for and/or implement process improvements in the work unit. Ability to interpret oral and/or written guidelines to solve problems.

Leading Work Teams: Ability to supervise lower level staff or a separate financial function of moderate complexity.

Supervise various financial functions of considerable complexity. Manage reporting of complex financial area or program(s), including preparation and analysis of financial statements and reports.

Communications: Ability to justify and defend financial information.

Problem-Solving: Ability to resolve programmatic and financial problems of considerable complexity requiring research, analysis, and implementation of change. Ability to develop and implement procedure changes.

Leading Work Teams: Ability to train, assign, supervise and review the work of others. Ability to

Ability to monitor and manage financial accounts for completeness, accuracy, and compliance with accounting standards and regulations and/or program laws and regulations. Ability to manage reporting of complex financial area or program(s), including preparation and analysis of financial statements and reports.

perform/supervise several administrative functions or supervise various financial functions of considerable complexity.

MINIMUM TRAINING AND EXPERIENCE: High school diploma or equivalency and one year of experience in accounting work; or equivalent combination of training and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.