

ACCOUNTING TECHNICIAN II

DESCRIPTION OF WORK

This is independent and/or supervisory accounting technician work in a department's accounting program.

Employees in this class usually report to an accountant and are responsible for independently performing a major portion of the bookkeeping activities such as accounts payable and receivable, maintenance and control of general ledger and accounts, and report preparation for one or more complex budget codes in a large accounting office. Employees may report to an administrative official and are responsible for carrying out all accounting and budget activities for a small department or unit with a limited and stable budget. Where the employee is responsible for only a few bookkeeping activities within a large accounting office, participation is usually restricted to the supervision of several lower level accounting clerks in auditing and posting duties, maintaining accounting records, and preparing accounting reports and summary statements. As the budget officer for a department with a limited and stable budget, the employee performs a variety of bookkeeping activities and participates in budget preparation, and inventory control. Work requires the exercise of considerable judgement to insure that transactions are in accordance with correct accounting and budget procedures and statutory requirements. Employees receive minimal supervision, with work reviewed for results and for conformance to policy. The accounting records maintained by the Accounting Technician II, or under its supervision, may be subject to audit by the State Auditor's Office.

EXAMPLES OF DUTIES PERFORMED

Supervises the maintenance of disbursement accounts in a large accounting office including encumbering of purchases, auditing of invoices, preparing vouchers, posting, reconciling, preparing trial balances and other necessary reports.

Maintains a complete set of general accounting books, including control accounts, and performs auxiliary functions such as payroll and purchasing in a small state department or unit.

Supervises the maintenance of accounts receivable records including the preparation of daily reports on collections, posting of figures to general ledger and the taking of trial balances and preparation of billing statements.

Supervises or independently performs a variety of accounting clerical work in auxiliary bookkeeping functions and activities such as payroll, purchasing, inventory control, capital improvements, investments and bond amortization in a large and complex accounting office.

Compiles data and prepares statistical reports to assist supervisors in such accounting areas as budgeting or purchasing.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities

General knowledge of the application of established bookkeeping and accounting principles and techniques to standard accounting transactions.

General knowledge of established governmental and departmental budgeting and bookkeeping practices and procedures.

General knowledge of office methods and procedures.

Ability to plan, organize, and review the work of subordinate clerical personnel

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Ability to maintain effective working relationships with the public and other government employees.
Ability to present information clearly and concisely in oral and written form.
Ability to interpret and apply laws, regulations, and policies to the maintenance of financial records.

Minimum Education and Experience

Graduation from a high school including or supplemented by basic courses in bookkeeping or accounting and three years experience in bookkeeping or accounting clerical work in an accounting office; or an equivalent combination of education and experience. (Completion of a one or two year business course in an accredited community college or business school including or supplemented by basic courses in bookkeeping or accounting may be substituted for two and three years of the required experience respectively.)

Special Note- This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.