

ACCOUNTING TECHNICIAN IV

DESCRIPTION OF WORK

This is supervisory or highly specialized accounting technician work in an agency with a diversified accounting program.

Employees in this class may serve as budget officers in medium-sized agencies performing a variety of budget and accounting activities which involve specialized funds of considerable size and complexity. In large accounting offices, employees may serve as chief accounting technicians responsible for supervision of lower level employees performing a variety of bookkeeping functions in a large specialized function or in several bookkeeping functions.

The level of work is more advanced than that of the Accounting Technician III due to more variety of sources of receipts and budget activities involving State and federal funds and the size and complexity of the budget. Work is performed under the general supervision of an administration official or an accountant and is reviewed for conformance to State and departmental policies and procedures through conferences, records, and reports. The accounts and records maintained by the Accounting Technician IV are subject to periodic audit and reviewed by the State Auditor's Office and the Budget Division.

EXAMPLE OF DUTIES PERFORMED

Acts as budget officer for department or institution of medium size with diversified receipts and expenditures involving State and federal funds; and prepares periodic fiscal and budget reports.

Maintains a variety of ledgers and accounts including control accounts and subsidiary ledgers; makes complex journal entries.

Prepares estimates for biennial budgets, allotment requests, and transfer of funds from varied sources to accounts as required.

Serves as chief accounting technician for a medium-sized department or unit requiring application of State federal regulations; and supervises and coordinates accounting clerical activities.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

Considerable knowledge of bookkeeping principles and practices.

Considerable knowledge of a group of governmental budgeting practices and procedures.

Ability to understand, interpret and apply specific rules and regulations governing the processing of fiscal documents, maintenance of financial records, and the preparation of fiscal reports.

Ability to plan, supervise, and instruct subordinate personnel in record keeping and other clerical work.

Minimum Education and Experience

Graduation from high school including or supplemented by basic courses in bookkeeping or accounting and five years experience in bookkeeping or accounting clerical work in an accounting office; or an equivalent combination of education and experience. (Graduation from a four-year college or university with a major in business administration may be substituted for four of the five years experience; or completion of a one or two year business course in an accredited community college or business school including or supplemented by 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.

Effective: December 1974