

ACCOUNTING TECHNICIAN V

DESCRIPTION OF WORK

This is supervisory sub-professional accounting work in an agency with large, complex, and diversified accounting and budget operations and activities.

Employees in this class usually report to an Accountant III or IV and serve as chief accounting technician for a large agency responsible for supervising and coordinating all of the accounting-clerical work of the agency. Employees may report to an administrative or business official and serve as budget officers of major departments or institutions responsible for the supervision of difficult and complex accounting clerical work. Employees may also supervise the maintenance of bookkeeping records and the preparation of financial reports for large disbursements and receipt activities characterized by unusual volume, variety, and complexity. As chief accounting technician the difficulty and complexity of work at this level is attributed to the size and scope of the department's programs requiring large collection and cashiering functions, unlimited volume and variety of purchases and expenditures, capital improvements, several operating budgets supported by receipts and state and department policies and procedures through conferences and fiscal reports. The accounts and records maintained under the supervision of an Accounting Technician IV are subject to periodic audit and review by the State Auditor's Office and by the Budget Division.

EXAMPLES OF DUTIES PERFORMED

Plans, organizes, and reviews the work of lower level accounting technicians and clerks involved in cashiering functions, payroll preparation, pre-auditing of purchase orders, invoices, and vouchers, and general maintenance of complete sets of accounting books and journals.

Acts as budget officer for department or institution with large and diversified receipts, expenditures, payroll functions, checking expenditures to keep them within allotments, preparing estimates for each biennial budget from previous budgets and information obtained from agency and/or division officials; and supervises subordinate accounting clerks in the maintenance of general accounting records.

Prepares monthly reports of several large and complex operating budgets and prepares requests for additional allotments, transfers, and changes in the various budgets; supervises subordinate accounting clerks in various accounting activities such as purchasing, posting of vouchers to budget ledgers, payroll preparation, and cashiering functions.

Serves as chief accounting technician for a large department or unit responsible for supervising and coordinating all accounting clerical activities of the accounting office; assists and reports to the head accountant on all sub-professional accounting operations of the office.

Supervises one of the largest disbursement, and related accounting activities in State Government characterized by unusual volume, variety, and complexity.

Assembles data for and prepares budgetary requests and supporting information for review by an administrative official.

RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities

Thorough knowledge of bookkeeping principles and practices.

Thorough knowledge of established governmental budgeting and bookkeeping practices and procedures.

Ability to understand, interpret, and apply the laws and regulations governing the maintenance of financial records.

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 six 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 six 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 three and two 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 be applicable to all positions.