

ACCOUNTING TECHNICIAN

DEFINITION OF WORK

Under immediate supervision, performs responsible technical work in the maintenance and preparation of complex financial records; does related work as required.

EXAMPLES OF WORK

Analyzes financial information and prepares reports for State and Federal agencies; posts to general ledger accounts, checks balances; prepares regular financial reports and statements; verifies financial data; assembles statistical and accounting data on request; maintains fixed assets and depreciation records; may provide training and supervision of an accounting clerk and other clerical staff; may be department's accounting clerk; accepts and receipts payments for division services; makes bank deposits of department's cash receipts; may write letters to citizens and make calls (telephone and in person) to banks and citizens to secure funds on bad checks; assists other departments by providing information on financial matters; processes and approves for payment a variety of bills; assists in budget preparation; assists a financial officer in a large department and performs a variety of fiscal related assignments.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma, supplemented by college level courses in accounting and considerable experience in accounting related activities.

Knowledge, Skills and Abilities: Knowledge of standard business accounting and bookkeeping principles and practices; knowledge of laws, ordinances and regulations governing the work; knowledge of modern office methods, practices and equipment; ability to review and prepare complex financial reports and records; ability to establish and maintain effective working relationships with other employees and the general public.