

ACCOUNTING TECHNICIAN

DEFINITION

Under direction, performs a full range of bookkeeping duties; may supervise the work of other clerical employees; and performs other related work as is required.

DISTINGUISHING CHARACTERISTICS

This is the full-charge bookkeeper class in the Account Clerk series. Accounting Technicians establish, maintain and control a set of highly complex financial and statistical records utilizing a thorough knowledge of bookkeeping principles and performs a thorough knowledge of bookkeeping principles and performs a limited analysis of financial and fiscal data under the direction of departmental management and professional accountants.

This class is distinguished from Accountant Auditor in that the latter is assigned basic accounting tasks requiring independent analysis and interpretation of accounting records. This class is distinguished from Senior Account Clerk in that the latter performs less difficult financial recordkeeping duties, follows general procedures related to the specific department and uses a limited knowledge of bookkeeping principles.

EXAMPLES OF DUTIES

1. Supervises and participates in posting of financial and statistical information to logs, journals, ledgers and other records utilizing hand posting techniques, or personal and mainframe computers; reviews source documents to insure accuracy; assigns proper account codes as needed
2. Prepares periodic summaries of transactions including trial balances, worksheets and revenue and expense statements
3. Examines, reconciles and adjusts accounting records; identifies and resolves problems and makes corrective entries using hand posting techniques, or personal and mainframe computer generated programs
4. Supervises or is personally responsible for the gathering, compiling, analysis and evaluation of financial, statistical and operational data; answers questions that involve searching for and abstracting financial and statistical data and explaining policies and procedures
5. Assists in preparation and control of a departmental budget; may prepare preliminary budgets
6. Reviews clerical accounting systems, procedures and forms and makes changes to meet new needs and requirements, devising new forms and determining appropriate format of computer spreadsheets for reports
7. May supervise subordinate personnel to include selecting and training of new employees
8. Assists administrative personnel in analyzing statistical and financial data and in preparing special reports
9. Works with departmental personnel, representatives of other departments and agencies in coordinating, evaluating and modifying financial recordkeeping

Accounting Technician

10. Maintains cost accounting records by supervising and participating in the computing, allocating, and posting of costs to various accounts; computes and allocates charges and depreciation costs; prepares summaries and cost statements.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Thorough knowledge of:

1. Principles and practices of bookkeeping
2. Methods, practices and terminology used in financial and statistical clerical work.

Working knowledge of:

1. Office practices and procedures
2. Personal computers and related software such as spreadsheets
3. Intermediate mathematics to include addition, subtraction, multiplication and division of whole numbers, fractions, percentages and decimals, in order to count, calculate, check and adjust fiscal and/or statistical data.

Some knowledge of:

1. Principles and practices of cost accounting.

Skill and Ability to:

1. Maintain and reconcile differences with financial recordkeeping systems
2. Make mathematical computations quickly and accurately
3. Read and write clearly and effectively to prepare and maintain accurate and complete records and reports such as financial summaries, ledgers and journals
4. Operate a calculator, typewriter, personal and/or mainframe computer and other office equipment
5. Review, code, post, adjust and summarize fiscal transactions or statistical data
6. Understand and apply the principles, laws and procedures involved in fiscal recordkeeping and accounting function
7. Work with a minimum of supervision
8. Understand and carry out complex oral and written policies and procedures
9. Understand the relationship among accounting records and documents

Accounting Technician

10. Perform a variety of tasks simultaneously with multiple, critical or changing priorities
11. Establish and maintain effective working relationships with other employees, the public and others contacted through the course of work
12. Supervise and evaluate clerical employees and their work, may be required of some positions.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Experience:

Eighteen months of experience performing duties equivalent to a Senior Account Clerk in Monterey County.

OR

Training:

Completion of a training course leading to a bookkeeper certificate and six months of supervised on the job training.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Ability to see well enough to prepare, process and review various documents or to review and supervise the work of subordinate staff
2. Ability to hear and speak well enough to carry on telephone and face-to-face conversations and to provide and gather information
3. Ability to speak effectively before groups and individuals to provide and gather information
4. Ability to stand, stoop, reach and bend to file
5. Manual and finger dexterity needed to operate writing utensils, 10-key calculator and typewriter or computer keyboard to input and retrieve information.

CLASS HISTORY

Class Code: 80J30
Established Date: June, 1981
Revised Date: May, 1985
September, 1995

CLASS DATA

Job Group: 17
EEO Category: OC
Work Comp. Code: 8810
Bargaining/Employee Unit: J
FLSA: C
MOCO OT: Y

Prepared by: LKJ 11/8/95

Approved by:

/s/ Hazel Ann Reimche, Senior Personnel Analyst
County Administrative Office

12/8/1995

Date