

ACCOUNTING TECHNICIAN I

DEFINITION

Maintains ledgers for one or more projects, activities, or appropriations; performs routine bookkeeping operations; prepares trial balances to a predetermined total; and performs clerical duties demanding accuracy in maintaining and verifying records and in compiling and tabulating reports.

TYPICAL DUTIES

Prepares schedules of documents for posting to appropriation and school ledgers.
Tabulates and summarizes financial and statistical reports.
Verifies, segregates, and distributes warrants, invoices, and public carrier books.
Assists in the preparation of payrolls and financial and statistical reports.
Maintains journal or card records and subsidiary ledgers.
Prepares trial balances to predetermined totals.
Verifies and posts figures in the preparation of time cards and mileage reports.
Reviews and verifies jobs billed and notifies appropriate supervisors of discrepancies.
Performs simple coding of documents.
Records a variety of data on appropriate records.
Prepares, compiles, and verifies information, documents, and reports.
Matches invoices and receiving reports against purchase orders.
Makes arithmetical computations.
May open, sort, and distribute mail.
May operate a student store selling books and supplies, receive shipments, and check invoices.
May perform miscellaneous typing duties and file various reports.
May assist in training and reviewing the work of lower-level clerical employees as assigned.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Accounting Technician I performs routine clerical duties requiring accuracy in bookkeeping operations, maintaining ledgers, maintaining and verifying records, preparing trial balances to a predetermined total, and compiling and tabulating reports.

An Accounting Technician II performs a variety of complex clerical accounting duties including posting, verifying, checking, or calculating data; prepares statements, reports, and trial balances; checks accounting documents; classifies expenditures or receipts to accounts; and prepares disbursement vouchers.

A Supervising Accounting Technician supervises and participates in the work of a staff performing clerical accounting duties and is responsible for an accounting activity.

SUPERVISION

General supervision is received from higher-level personnel. Work direction may be provided to lower-level clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Record-keeping and bookkeeping methods
- Office practices and procedures
- Office machine operations, including the operation of personal computers, calculators, microfiche viewers, and printers
- Microsoft Office
- Web browsing techniques

Ability to:

- Make arithmetical computations rapidly and accurately
- Post figures rapidly, neatly, and accurately
- Communicate effectively, both orally and in writing

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in accounting and bookkeeping.

Experience:

Six months of office experience, including bookkeeping or other work requiring numerical facility. One year of business education in a recognized college or business school may be substituted for the required experience.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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