

ACCOUNTING TECHNICIAN

Class Definition

Under general supervision, performs para-professional/technical accounting work requiring the application of advanced accounting practices.

Distinguishing Characteristics

Accounting Technician is the para-professional class in the Account Clerk series. Incumbents are expected to interpret and process financial data, records, and transactions, and resolve complex technical accounting problems. Accounting Technician differs from the class of Principal Account Clerk in that incumbents of the latter provide lead supervision and participate in complex accounting clerical work, while incumbents of the former perform technical or para-professional work requiring the application of a wider range and variety of advanced accounting practices. Accounting Technician differs from Senior Account Clerk in that incumbents of the latter perform a wide variety of complex and difficult accounting clerical work. Accounting Technician differs from Accountant-Auditor I in that the latter is the entry-level professional class in which incumbents prepare, analyze and review financial reports requiring judgment in applying professional knowledge.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the duties cover all duties which may be assigned.)

Maintains control and subsidiary accounting records involving a wide variety of accounts and financial transactions; reconciles and balances fund accounts; maintains asset listing and depreciation schedules; prepares financial statements and cost reports.

Takes trial balances; makes reconciliations to establish and maintain accounting books and records; assists in the development and verification of financial reports and statements, accounts, records, and other financial reports.

Identifies and resolves problems and inconsistencies and determines corrective entries involved in maintaining accounting controls; examines, reconciles, balances, and adjusts accounting records which require specialized knowledge of the purpose, method, and practices of technical financial record keeping.

Prepares and audits complex material which requires the review of complex source documents and or thorough familiarity with policies, procedures, and terminology in order to obtain the necessary data; reviews documents authorizing expenditures from various funds and accounts for conformance to existing standards and procedures.

Serves as a resource person; provides technical assistance to Accountant-Auditors; provides information to departments.

Prepares special reports involving researching and abstracting technical data.

Researches and provides documentation for statistical data relative to depreciation schedules, assessment cost factors, and projected expenditures.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the principles and practices of bookkeeping and government accounting.

Knowledge of the policies and operations of particular departments, including office methods, procedures, and equipment.

Ability to make operating decisions independently in accordance with City and departmental policies and procedures.

Ability to interpret and process financial data, records, and transactions, and resolve complex technical accounting problems independently.

Ability to prepare special reports involving searching for and abstracting technical data.

Ability to correlate and use a large volume of written, narrative, statistical, and numerical data.

Ability to make arithmetical calculations rapidly and accurately.

Ability to reconcile and prepare financial statements.

Ability to establish and maintain effective working relationships.

Ability to operate calculators and other standard office machines and equipment.

Ability to maintain asset listing and depreciation schedules.

Ability to prepare financial statements and cost reports.

Minimum Qualifications

Completion of 12 units of accredited college or university course work in accounting.

APPROVED: _____

Director of Personnel

DATE: _____

MR:MA/po/10/21/87

0769C/44