

## ACCOUNTING TECHNICIAN

NATURE AND VARIETY OF WORK

This is para-professional supervisory level accounting work in the maintenance of accounting and financial records, technical analysis of accounts and preparation of complex financial statements within a conventional or automated system. Typically the work involves supervising the operation of a specialized work unit of subordinate level Account Clerks, recommending and initiating procedural changes in an accounting system, and troubleshooting and solving the most difficult and complicated bookkeeping/accounting problems. Work is evaluated by an accounting supervisor for the overall effectiveness of unit operations.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Reviews, analyzes, and reconciles monthly reports and prepares adjusting journal entries, if necessary, to balance accounts/funds.

Prepares annual financial statements for inclusion in the County's Annual Financial Report.

Supervises, trains and evaluates subordinates within a specialized bookkeeping unit within a department.

Identifies problems with current procedures; recommends revisions, drafts/implements revised/new procedures and designs forms to combine, eliminate and/or automate tasks.

Researches and extracts data from financial records and/or automated systems to verify transactions.

Coordinates entry of financial data into automated systems for transmittal and processing.

Formats, codes and generates expanded custom reports to extract information from automated system.

Provides administrative support to management in coordinating interface of unit activities with other sections of a department/other County agencies.

Resolves the most difficult and complicated bookkeeping problems.

Controls, monitors, and maintains a significant phase of an accounting system, including payroll, accounts payable/ receivables, and revenue collection.

Maintains liaison with employees/vendors/taxpayers/citizens/Federal and State agencies to answer questions, and resolve problems.

Represents unit at meetings and conferences as requested by supervisor.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of standard accounting principles and the County's methods and procedures.

Extensive knowledge of the County's data processing systems as they affect the accounting function.

Extensive knowledge of the County's procurement/State and County Assessment Tax codes and procedures.

Working knowledge of the Personnel Law and applicable procedures.

Working knowledge of standards of report writing and preparation of financial statements.

Extensive knowledge of business mathematics and English.

Extensive knowledge of modern office methods and procedures.

Skill in making complicated mathematical computations and in identifying discrepancies.

Skill in identifying and solving complicated accounting problems within an automated accounting system.

Skill in operation of data processing equipment.

Ability to understand and follow complicated instructions and develop detailed work procedures appropriate to the objective desired.

Ability to communicate effectively, both orally and in writing.

Ability to supervise and train subordinate personnel.

### MINIMUM QUALIFICATIONS

Must have experience at the Account Clerk IV level equal to the length of the probationary period; or Associates of Arts degree in financial management or accounting (or 15 semester hours of accounting); plus one (1) year of experience performing advanced, specialized bookkeeping/ accounting work with data processing applications. Any equivalent combination of relevant education, training and experience will also be accepted.

### EXAMINATION

Applicants may be required to pass written, performance or other tests.

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