

9200
ACCOUNTING TECHNICIAN 1

Nature of Work

In a training capacity, acquires the ability to perform entry level accounting support duties. Job assignments are designed to develop familiarity with basic accounting practices and procedures such as calculating, posting, and verifying mathematical records. Performs related work as required.

Distinguishing Characteristics

This is the trainee level in the Accounting Technician series. Employees assigned to this class are expected to acquire the work specific knowledge, skills and abilities to function as an Accounting Technician. As technical proficiency is acquired, incumbent may be assigned more complex support areas with diminished oversight and direction. Work is performed under close supervision.

Examples of Work

In a training capacity:

- Identifies and corrects routine posting errors.
- Performs routine posting and adjusting to ledgers.
- Classifies and enters codes according to a chart of accounts.
- Prepares bank deposits.
- Performs basic calculations to determine interest, discounts, deductions, and/or other like amounts.
- Performs routine reconciliation reports such as bank reconciliations and batch reports.
- Maintains accounting records.
- Gathers data and prepares basic informational reports.

Knowledge, Skills, and Abilities

- Knowledge of basic mathematical computations.
- Knowledge of the operation of office equipment such as a copier, fax machine, and personal computer.
- Skill in the use of a calculator.
- Ability to detect and correct errors in arithmetic or to refer to proper source for correction.
- Ability to communicate effectively, both verbally and in writing.

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ACCOUNTING TECHNICIAN 1 (CONT'D)

Knowledge, Skills and Abilities (cont'd)

Ability to establish and maintain effective working relationships with others.

Minimum Qualifications

TRAINING: Graduation from a standard four-year high school or the equivalent.

EXPERIENCE: One year of full time or equivalent part time paid clerical experience.

SUBSTITUTION: College hours, related business school, or vocational training may be substituted through an established formula for the required experience.

Established: 9/18/97
Effective: 12/01/97