

9201

ACCOUNTING TECHNICIAN 2

Nature of Work

Under general supervision, performs entry level accounting support duties. The incumbent is responsible for performing routine posting and adjusting to the general ledger, processing claims and invoices, and reviewing transactions for completeness, accuracy, and compliance with state and federal laws and regulations. Performs related work as required.

Distinguishing Characteristics

This is beginning level paraprofessional accounting/auditing work. Duties are distinguished by the recording and balancing of routine financial and numerical data in accordance with agency standards and work procedures.

Examples of Work

Processes claims and invoices; accurately calculates and records amounts.
Prepares bank deposits and/or checks.
Performs routine posting and adjusting to ledger.
Identifies and corrects own routine posting errors.
Classifies/ codes according to a chart of accounts.
Performs routine reconciliation reports such as bank reconciliations and batch reports.
Maintains accounting records; gathers data and prepares financial statements and reports from records maintained.
Contacts associates, administrators, and general public in order to obtain information, discuss changes in documents, or resolve routine problems with accounts.

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 gather and compile data for use in financial reports.
Ability to communicate effectively, both verbally and in writing.

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ACCOUNTING TECHNICIAN 2 (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: Two years of full time or equivalent part time paid bookkeeping, accounting or related experience.

SUBSTITUTION: Successful completion of college-level accounting courses from an accredited college or university may be substituted at the rate of three semester hours equals six months experience;

OR

Successful completion of related business school or vocational training may be substituted for the experience through an established formula.

PROMOTIONAL ONLY: Six months experience as an Accounting Technician 1.

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