

ACCOUNTING TECHNICIAN 3**Nature of Work**

Under general supervision, performs full-performance accounting support duties. The incumbent is responsible for performing moderately complex posting, encumbering of funds, and examining records to assure adherence to accounting laws and regulations. Performs related work as required.

Distinguishing Characteristics

This is the full-performance level of paraprofessional accounting. Responsibilities may include training and reviewing work of subordinate staff.

Examples of Work

Classifies/codes a variety of transactions which may require considerable knowledge.

Reviews accounts, ledgers, claims, invoices, purchase orders, receipts, or similar materials for completeness, accuracy, and compliance with laws and regulations.

Prepares bank deposits and/or checks.

Makes correcting and/or adjusting entries on ledger.

Examines accounting records to assure adherence to accounting laws and regulations; verifies calculations and ensures accuracy and validity of transactions.

Prepares and illustrates statements and reports which reflect the relationships among accounts and which require occasional searching and analysis.

Performs moderately complex posting, encumbering of funds, and balancing receipts of others.

Maintains accounting records; gathers data and prepares moderate to complex financial statements and reports from records maintained.

May assist supervisor in preparing budget by compiling data, preparing summaries and requests, and developing cost projections.

May train and review work of clerical staff.

ACCOUNTING TECHNICIAN 3 (CONT'D)**Knowledge, Skills, and Abilities**

Knowledge of accounting laws and regulations of bureau/agency.
Knowledge of basic mathematical computations.
Knowledge of an automated computer accounting system.
Skill in the use of a calculator.
Skill in the use of office equipment such as a copier, fax machine, and personal computer.
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.
Ability to establish and maintain effective working relationships with others.
Ability to train and review the work of others.

Minimum Qualifications

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

EXPERIENCE: Three 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.

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