

ACCOUNTING TECHNICIAN 4**Nature of Work**

Under general supervision, performs advanced accounting support duties. The incumbent is responsible for posting complex journal entries that require the use of specialized accounting procedures, assisting the supervisor in preparing agency budgets, and examining records to assure adherence to accounting laws and regulations. Performs related work as required.

Distinguishing Characteristics

This is advanced level paraprofessional accounting work. Job duties include performing complex balancing and reconciling of multiple accounts. Employees in this class are responsible for accuracy of accounts for others and require little supervision. Responsibilities may also include being a lead worker.

Examples of Work

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

Transfers funds and balances multiple accounts such as hospital billing.

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

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

Makes complex journal entries and other transactions which require use of specialized accounting procedures.

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

Assists supervisor in preparing budget by compiling data, preparing summaries and requests, and/or developing cost projections.

Contacts associates, administrators, and general public in order to obtain information, discuss changes in documents, or resolve problems with more complex accounts.

Makes recommendations on the development or revision of agency policies and procedures.

May assign account/department codes.

May train Accounting Technicians and subordinate staff.

May lead and review work of other Accounting Technicians.

ACCOUNTING TECHNICIAN 4 (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 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, assign, supervise and review the work of others.

Minimum Qualifications

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

EXPERIENCE: Four 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