

JOB TITLE: ACCOUNTING TECHNICIAN

SUPERVISION RECEIVED: Works under the general direction of the Finance Operations Manager who provides general policy guidelines and evaluates performance.

SUPERVISION EXERCISED: Supervision of others is not a responsibility of this position.

POSITION SUMMARY: Performs bookkeeping and professional accounting work. Assignments may include maintaining computerized payroll system, maintaining cost and payable records, appropriation controls, and preparing financial reports. Performs related work as required.

ESSENTIAL FUNCTIONS/ DUTIES & RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

1. Employ a variety of bookkeeping methods; posts, balances, and maintains manual and computerized accounting records.
2. Assists in the timely and accurate preparation of accounting records, fund status reports and interdepartmental summaries; may assist with required government reports.
3. Reconciles and records receipts, incoming cash, fees presented for payment, and other fiscal transactions; prepares, pays and files purchase orders.
4. Assists in the maintenance of attendance records, reports and preparation of payroll.
5. Prepares daily worksheets summarizing transactions for bank accounts and funds.
6. Prepares bank deposits and reconciles bank statements.
7. Prepares and reconciles a variety of financial reports.
8. Operates standard office machines; operates computer terminals in the performance of bookkeeping duties.
9. Maintain a professional and courteous manner, and an ability to work harmoniously with other employees and the general public.
10. Accepts and performs other work as assigned.

QUALIFICATIONS & REQUIREMENTS

EDUCATION AND EXPERIENCE: High School diploma or equivalent plus additional college or business school training in bookkeeping or accounting. One-year experience in responsible bookkeeping, preferably with a computerized accounting system; or any satisfactory equivalent combination of experience and training which provides the required skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of bookkeeping principles and practices; considerable knowledge of office methods and procedures; ability to make independent judgments in implementing established procedures; familiarity with the use of standard office equipment including calculators, data entry, and related office equipment; ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately; ability to maintain harmonious relations with other employees and the public. Regular attendance is a requirement of this position.

SPECIAL REQUIREMENTS:

Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this classification.

WORK ENVIRONMENT/ WORKING CONDITIONS/ PHYSICAL DEMANDS

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job is typically performed in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with some telephones, personal interruptions, and background noises. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature: _____

Printed Name: _____ Date: _____