

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32001
Job Class Code:	001	Salary Schedule:	ASRRATECH
EEO Category:	06	Grade:	12
Workers Comp Code:	8803		

Job Code Established:	11/01/88	Effective Date:	11/01/88
Job Code Revised:	10/01/98	Effective Date:	10/01/98

JOB CODE SERIES: Accounting Technician Series

JOB CODE TITLE: ACCOUNTING TECHNICIAN I

HRIS TITLE: ACCTG TECH I

CHARACTERISTICS OF THE CLASS: Works initially under close supervision or lead. Following familiarization with work processes and practices, receives general supervision with regular review of work products and results. Authority to resolve discrepancies by reviewing source documents, determine the coding and sequence of transactions within prescribed guidelines. Work requires close attention to detail. May entail considerable viewing of CRT screen. May require adherence to stringent time deadlines. May be required to work in a secured area. Performs accounting clerical work using manual and/or automated systems; sorts, codes and batches documents for data entry or inputs directly; files and maintains fiscal records; compiles, reviews and verifies specified fiscal transactions; receives, calculates/extends and posts claims, purchase orders, billings, payroll, time and leave accrual and other similar documents; verifies automated reports against manual records or original documents; prepares routine transaction reports.

EXAMPLES OF DUTIES: Calculates expenses, cumulative charges, receipts or other fiscal data for daily and other periodic reports; changes computations if necessary. Reviews and codes transactions by type, object and fund source; may input information into automated system via computer terminal or worksheets. Posts, records or inputs fiscal, budgetary or billing data to update and maintain records of transactions. Sorts or separates documents into sequences and batches for processing in information system. Inspects and examines various fiscal documents to ensure completeness and accuracy. Corrects distribution codes and sequence numbers as required. Maintains files, keeps current by entering data; reviews and examines files for errors and corrects errors, all in accordance with established practices. Prepares reports and summaries of fiscal activities using established formats and procedures. Confers with supervisor on a regular basis, discussing work processes, problems and plans; receives advice, counseling and instructions. Attends periodic workshops or training sessions to improve working knowledge and skills at elementary working level in work system. Verifies computer reports against accounting records and reconciles differences. Verifies, identifies and records rejected warrants, returned checks, errors and other corrections. Prepares documents for corrective action. Types a variety of fiscal transaction forms, reports and records from a variety of primary references sources. Maintains record of time worked on various programs or aspects of a program and codes each for charging time/salary to designated program or subprogram. Assigns codes to vouchers according to budget number, distribution of accounts, fund codes, transfers, expenditure corrections and other factors as specified in instructions. Makes up checks for payment, vouchers, claims, invoices, purchase orders, deposits, etc., ready for signature upon request of authorized personnel. Searches fiscal records for specific information to be used in preparation of reports. Inputs information on capital assets for fiscal control of property inventory. Collects, records and deposits funds. Perform related work as required.

WORK RESULTS/PRODUCTS: Accurate and timely calculating, posting, coding, batching/inputting of fiscal data and transactions; fiscal records compiled; automated reports verified; files maintained; routine fiscal reports prepared.

RESPONSIBILITY: for verifying the accuracy of data posted, correctly coding, recording and computing transactions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: elementary accounting/bookkeeping practices; office practices and procedures; filing and maintenance of fiscal records; the State's Automated Financial Information System (AFIS); policies and procedures established for the work system.

Skill in: operating a variety of office machines, e.g., adding machines, calculator, data processing equipment;

Ability to: record numerical data; total, extend and balance fiscal transactions; compile and combine data from a variety of sources; read numerical data to identify discrepancies; communicate verbally and in writing; establish and maintain work relationships.