

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32002
Job Class Code:	001	Salary Schedule:	ASRRATECH
EEO Category:	06	Grade:	13
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 II

HRIS TITLE: ACCTG TECH II

CHARACTERISTICS OF THE CLASS: Works under general supervision or lead, exercising discretion and some independent judgment, with periodic review of work products and results. Authority to update, maintain and correct, as needed, assigned fiscal transactions. May have delegated signature authority on designated documents. Work requires a high degree of accuracy, concentration and 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 a variety of difficult accounting clerical duties; compiles, analyzes, balances, reconciles and summarizes fiscal transactions related to accounts (payable, receivable, payroll, time/leave accrual, contributory, trust, investment, conservatorship, etc.) and funds (multiple, revolving, recovery, revenue-generated); posts to and maintains manual and/or automated ledgers and journals; extends/prorates charges and summarizes fiscal data; prepares statements, reconciliations, fiscal and/or statistical regulatory and informational reports. May assist with training/advising lower-level staff.

EXAMPLES OF DUTIES: Makes entries to and revisions of agency accounts (example: budget revisions, transfer of funds, carry over and encumbrances). Maintains ledger accounts for all transactions (including vouchers, transfers, requisitions, budget revisions) on an ongoing basis. Calculates expenses, cumulative charges, receipts or other fiscal data for daily and other periodic reports; corrects computations if necessary. Posts, records or inputs fiscal, budgetary or billing data to update and maintain records of transactions. Reviews fiscal data for daily and other periodic reports; corrects computations if necessary. Posts, records or inputs fiscal, budgetary or billing data to update and maintain records of transactions. Reviews fiscal documents (budget revisions, transfers, vouchers, encumbrances) and verifies for accuracy, timeliness and proper preparation (correct distribution code, sequence numbers). Gathers and compiles data and writes reports summarizing financial transactions and status of accounts for a given period. Confers with staff of other divisions, sections or work units of own agency in order to clarify information and resolve problems. Reads and interprets State and Federal laws, statutes, rules and regulations in order to prepare reports or utilize in work system. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Calculates and determines distribution of federal program costs. Maintains accounts payable schedule by comparing original billing and payments made to date to ensure that proper credit is made to work system. Maintains accounts payable schedule by comparing original billing and payments made to date to ensure that proper credit is made to work system. Maintains accounts receivable schedule by controlling the sending out of billings, receiving money in payment, subtracting payment for original billings and determining balance to be collected. Controls personal fund accounts of State clients/wards in institutions or in the community; monitors and approves or disapproves expenditures; reviews and ensures the accuracy of deposits; reconciles accounts; makes periodic reports. Computes costs of employees' time for cost distribution to agency programs. Assists in training new workers on the job to perform tasks that will become part of everyday work routine. Performs related work as required.

WORK RESULTS/PRODUCTS: Accurate and timely compiling, analyzing, balancing, reconciling and summarizing of fiscal records; posted ledgers and journals; prepared revenue and expenditure forecasts; collected, analyzed and summarized fiscal/statistical data; reconciled accounts and funds; written statements, records and reports.

RESPONSIBILITY: for accuracy and timeliness in completing fiscal transactions and record, quality of completed work products.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal and State laws, statutes and regulations pertinent to area of assignment; governmental accounting practices and procedures; office practices and procedures; financial records maintenance and formats; fiscal reports preparation; the State's Automated and Financial Information System (AFIS); policies and procedures established for the work system.

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

Ability to: analyze and interpret fiscal and statistical data; reconcile records and reports and to prorate costs and revenues; research and compile fiscal and statistical information; record and compute numerical data; communicate verbally and in writing; establish and maintain working relationships.