

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32003
Job Class Code:	001	Salary Schedule:	ASRRATECH
EEO Category:	06	Grade:	14
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 III

HRIS TITLE: ACCTG TECH III

CHARACTERISTICS OF THE CLASS: Works under general supervision of an administrative or fiscal services supervisor, exercising discretion and independent judgment; work products are reviewed on an exception basis. Authority to update, maintain and correct assigned fiscal transactions, interpret policies and regulations, train, assign and review work of subordinate staff. Delegate signature authority on designated documents. Work requires a high degree of accuracy, concentration and attention to detail with involvement in problem resolution. May entail frequent viewing of CRT screen. May require adherence to stringent time deadlines. May be required to work in a secured area. Performs a variety of complex accounting clerical duties as senior specialist or leads staff engaged in a variety of accounting clerical activities using manual and/or automated systems; reviews, verifies, balances, adjusts, reconciles and analyzes complex fiscal transactions; advises on technical issues; prepares a variety of fiscal summaries and reports; may train, assign and review work of other workers; may supervise.

EXAMPLES OF DUTIES: Instructs, guides and counsels subordinate workers in carrying out a variety of tasks. Reviews, verifies or inspects work of subordinate workers for quality control. Resolves technical or work procedure problems and questions presented by subordinate workers. Monitors and audits fiscal transactions for compliance with federal and state regulations, contract or grant requirements, procurement procedures, and approves disbursement of funds. Reviews records and does forecasts of available funds, anticipates expenditures, and projects data using recognized statistical and accounting methods. Makes entries to and revision of agency accounts (example: budget revisions, transfers of funds, carryover and encumbrances). Maintains ledger accounts for all transactions (including vouchers, transfers, requisitions, budget revisions) on an ongoing basis. 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. Devises a schedule of work for self and subordinate workers on a periodic basis. Trains workers on the job to perform tasks that will become part of everyday work routine. Compiles information for and writes periodic reports on activities of a work unit. Reads and interprets State and Federal laws, statutes, rules and regulations in order to prepare reports or utilize in work system. Confers with supervisor, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Calculates expenses, cumulative charges, receipts or other fiscal data for periodic reports; corrects computations if necessary. Calculates and determines distribution of program costs. Posts, records or inputs fiscal data to update and maintain records of transactions. Performs related work as required.

WORK RESULTS/PRODUCTS: Functioning work unit; trained subordinates; consistent application of regulations and policies; technical advice provided, problems resolved; accurate and timely compiling, analyzing, reconciling, summarizing of fiscal/statistical data and transactions; written summaries and reports.

RESPONSIBILITY: for accuracy and timeliness in completing fiscal transactions, resolution of technical problems, effectiveness of the work unit.

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; budget and fiscal report preparation; 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 machine, calculator, data processing equipment.

Ability to: apply techniques of work management; analyze and interpret fiscal and statistical data; reconcile records and reports; prorate and analyze costs and revenues; resolve technical problems; research and compile fiscal and statistical information; communicate verbally and in writing; establish and maintain work relationships.