

STATE CIVIL SERVICE CLASSIFICATIONS COMPARABLE TO ACCOUNTING TECHNICIAN

Must be performing bookkeeping or accounting duties in the class of:

- Senior Account Clerk
- Management Services Technician, Range B

DUTIES OF A STATE CIVIL SERVICE ACCOUNTING TECHNICIAN

DEFINITION

Under close supervision, to perform semiprofessional accounting work in the maintenance of fiscal records (including payroll, petty cash, cash collection, and claims processing); may instruct, lead or supervise inmates, wards or resident workers; and to do other related work.

DISTINGUISHING CHARACTERISTICS

The class includes such assignments as the maintenance of general ledger and budgetary control accounts, or the maintenance of a revolving fund account. Such duties as the preparation of purchase requisitions, the keeping of property inventory records, and the making of arithmetical computations and tabulations are considered of a clerical nature and such duties alone do not constitute work typical of this class, although they may be performed by incumbents along with account keeping functions. Positions in this class are not supervisory, but may exercise lead responsibilities.

Incumbents may have internal contact with budget, business services and line staff; external contact with airlines and vendors and occasional contact with banks and control agencies.

More difficult accounting work at the semiprofessional level is performed by the state civil service class of Accountant I (Specialist) or Accountant I (Supervisor). Positions in these classes are either responsible for preparing, analyzing, and reviewing financial reports, maintaining a segment of an accounting function, or supervising a small group of Accounting Technicians and/or clericals in an operational setting.

TYPICAL TASKS

Maintains bookkeeping and accounting control records; makes journal entries; posts to general ledger and subsidiary ledgers; makes the more difficult adjusting entries required in correcting tax computation errors and other discrepancies; closes and balances accounts; compiles data for budget preparation purposes; prepares financial statements, reports, and documents; prepares correspondence; researches original input documents to trace, identify and correct errors; prepares input documents to

correct errors; maintains control of account codes and expenditure authorizations; checks allotments to see how much money has been encumbered by program; receives contracts where the department is entering into agreement to pay for specific services; posts amendments to contracts; receives, reviews and processes claims for payment in accordance with contract stipulations; maintains estimate and claims filed registers; maintains revolving fund ledger cards; processes revolving fund checks for salary and travel advances.