

ACCOUNTING TECHNICIAN

Schematic Code 10750 (31000000)

I. DESCRIPTION OF WORK

Positions in this banded class primarily maintain, oversee, and report financial accounting data. Positions may also serve as specialists in an area or program requiring specialized fiscal knowledge, such as, but not limited to, payroll, contract/grants, or other closely related accounting services. Technical accounting work may include independent responsibility for maintaining accounting records or separate accounts receivable/payable and payroll functions. Positions may include varied responsibilities affecting the fiscal and financial operations of their respective work unit or involvement in a budget process. Positions have delegated responsibility to analyze data for accuracy, to problem-solve, and to interpret regulations. Positions may reverse errors. They are accountable for accuracy of entries and reconciliation of data and information. Positions coordinate and/or make recommendations for system changes and may test new processes.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
Positions at this level perform entry level technical accounting duties involving the maintenance and reporting of routine financial accounting data following standardized methods and procedures. Work involves double entry accounting work, including posting to account ledgers; reconciling accounts; verifying entries; maintaining and controlling general ledger accounts, reports, registers, and statements; and using spreadsheets and formulas. Most work is subject to review by a higher-level supervisor.	Positions at this level perform technical accounting duties involving the maintenance and reporting of financial accounting data. Work involves double entry accounting, including posting to account ledgers; reconciling accounts; verifying entries; maintaining and controlling general ledger accounts, reports, registers, and statements; and working with financial accounts of moderate variety and complexity. Positions provide account guidance to others and ensure integrity of functions. They interpret policies, rules and regulations and they may reverse and/or correct errors. Work requires considerable knowledge of work unit practices and procedures. Positions at this level may supervise support staff.	Positions at this level independently perform a full range of technical accounting work which may include responsibility for maintaining accounting records of considerable complexity, or supervising a separate financial function of considerable complexity. Positions independently analyze work for accuracy and problem-solve issues. They test new processes and coordinate and implement system changes. They interpret policies, rules, and regulations and may reverse and/or correct errors. Positions at this level supervise technical and support staff.

III. COMPETENCIES

Competency	Definition
Knowledge - Technical	Knowledge of technical accounting, including the maintenance and reporting of financial accounting data. Ability to remain current in developments and trends in the area of assignment.
Financial Program Monitoring and Management	Ability to observe monitor, collect, and record fiscal data. Ability to assess the accuracy, validity, and integrity of data. Ability to coordinate and administer fiscal program activities and protocols. Ability to manage resources, monitor activities, and assess risks and quality control associated with the program. Ability to prepare documentation and create financial reports.
Problem Solving	Ability to identify problems, determine possible solutions, and actively work to resolve the issues.
Communication	Ability to communicate information to individuals or groups and deliver presentations suited to the characteristics and needs of the audience. Ability to clearly and concisely convey information orally or in writing to individuals or groups to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.
Leading Work Teams (Optional)	Ability to establish expectations and clear direction to meet goals and objectives of on-going work for a group of employees. Ability to motivate and engage employees through effective communication.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive. For positions with some supervision consider the highest level of professional work performed.

IV. COMPETENCY STATEMENTS BY LEVEL**Knowledge – Technical**

Knowledge of technical accounting, including the maintenance and reporting of financial accounting data. Ability to remain current in developments and trends in the area of assignment.

Contributing	Journey	Advanced
<p>Working knowledge of accounting methods, procedures, and accounting practices.</p> <p>Knowledge of accounting and other software (e.g.: ERP, Excel, Word, Access).</p>	<p>Considerable knowledge of government accounting methods, procedures, and accounting practices needed to perform the work. Basic knowledge of program laws and regulations needed to perform the work.</p> <p>Knowledge of a variety of technology, financial systems, and software packages to create and maintain data. Ability to develop formulas for moderately complex spreadsheets.</p>	<p>Thorough knowledge of a government accounting methods, procedures, and accounting practices. May require basic knowledge of the principles of a specialized accounting field or program.</p> <p>Knowledge of a broad range of technology, financial systems, and software packages. Ability to develop formulas for complex spreadsheets. Ability to set up automated procedures and resolve operational issues of software/hardware.</p>

Financial Program Monitoring and Management

Ability to observe monitor, collect, and record fiscal data. Ability to assess the accuracy, validity, and integrity of data. Ability to coordinate and administer fiscal program activities and protocols. Ability to manage resources, monitor activities, and assess risks and quality control associated with the program. Ability to prepare documentation and create financial reports.

Contributing	Journey	Advanced
<p>Ability to maintain routine financial accounting data, following standardized methods and procedures.</p> <p>Ability to maintain routine accounting records.</p> <p>Ability to report data in standardized formats.</p>	<p>Ability to verify and ensure accuracy and validity of moderately complex transactions. Ability to examine accounting records to assure adherence to accounting standards and regulations. (Examples: variety of funding sources with different reporting cycles and standards; re-investment of funds and accountability for the more complex funding sources.)</p> <p>Ability to maintain and manage accounting records of moderate variety and complexity, including preparation of financial statements and reports. (Examples: research, compile, and analyze information; prepare statistics; write/draft reports; make recommendations for resolution.)</p> <p>Ability to supervise a financial function of moderate complexity.</p>	<p>Ability to manage a variety of transactions which may require considerable financial program knowledge. Ability to monitor and manage financial accounts for completeness, accuracy, and compliance with accounting standards and regulations and/or program laws and regulations.</p> <p>Ability to manage reporting of complex financial area or program(s), including preparation and analysis of financial statements and reports.</p> <p>Ability to supervise various financial functions of considerable complexity.</p>

Problem Solving

Ability to identify problems, determine possible solutions, and actively work to resolve the issues.

Contributing	Journey	Advanced
<p>Ability to identify and correct routine and recurring financial problems, referring other problems to a higher level. Ability to follow/apply oral and written guidelines.</p>	<p>Ability to resolve problems of moderate complexity. Ability to select best solution from several options or where no precedent exists. Ability to make suggestions for and/or implement process improvements in the work unit. Ability to interpret oral and/or written guidelines to solve problems.</p>	<p>Ability to resolve programmatic and financial problems of considerable complexity requiring research, analysis, and implementation of change. Ability to develop and implement procedure changes.</p>

Communication

Ability to communicate information to individuals or groups and deliver presentations suited to the characteristics and needs of the audience. Ability to clearly and concisely convey information orally or in writing to individuals or groups to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.

Contributing	Journey	Advanced
Ability to gather and report routine financial information.	Ability to explain and interpret financial information.	Ability to justify and defend financial information.

Leading Work Teams (Optional)

Ability to establish expectations and clear direction to meet goals and objectives of on-going work for a group of employees. Ability to motivate and engage employees through effective communication.

Contributing	Journey	Advanced
N/A	Ability to supervise lower level staff or a separate financial function of moderate complexity.	Ability to train, assign, supervise and review the work of others. Ability to perform/supervise several administrative functions or supervise various financial functions of considerable complexity.

V. MINIMUM TRAINING & EXPERIENCE

High school diploma or equivalency and one year of experience in accounting work; or equivalent combination of training and experience.

Optional Guidelines:

- Contributing: High school diploma or equivalency and two years of experience in accounting work.
- Journey: High school diploma or equivalency and three years of experience in accounting work. Associate's degree in business administration or accounting.
- Advanced: Bachelor's degree in business administration or accounting; or Associate's degree in business administration or accounting and one year of experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.