



ACCOUNT TECHNICIAN

SCOPE OF WORK:

Work activities include performing routine duties in the keeping of accounts or financial records.

DUTIES PERFORMED AT ALL LEVELS:

- Reconcile bank accounts; receive payments and prepare daily deposits.
- Receive and prepare billing statements and invoices; respond to inquiries; perform collection duties.
- Follow agency procedures for processing forms, documents, and other materials regarding various bookkeeping functions.
- Prepare balance sheets, reports, and supporting schedules for basic accounts.
- Perform basic payroll and bookkeeping duties such as completing payroll forms, posting accounts, preparing billings and vouchers, purchase orders, classifying and recording transactions, identifying and resolving discrepancies, reconciling numbers, and preparing transaction reports.
- Assist in the preparation of budget worksheets.
- Maintain an inventory of supplies, materials, and fixed assets.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

ACCOUNT TECHNICIAN I
GRADE E

0211

LEVEL DEFINITION:

Work at this level involves the application of knowledge regarding rules, regulations, policies, and procedures in carrying out basic accounting support duties.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and two years of directly related accounting, bookkeeping, budgeting, or payroll experience. College or vocational education with courses in accounting or bookkeeping may substitute for the work experience requirement on a year-for-year basis.

ACCOUNT TECHNICIAN II
GRADE G

0212

LEVEL DEFINITION:

Work at this level involves performing specialized and more complex accounting support duties.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Establish and maintain general and special accounts according to established procedures.
- Review and verify accuracy of transactions and make entries as appropriate.
- Maintain various financial records, contracts, budgets, appropriation control records, and revolving fund accounts.
- Compile structured financial reports and supporting schedules.
- Prepare preliminary budget reports.
- Oversee account-keeping procedures for several types of reporting systems.
- Prepare requests for federal and state grants.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and four years of directly related accounting, bookkeeping, budgeting, or payroll work experience. College or vocational education with courses in accounting may be substituted for the work experience requirement on a year-for-year basis. College or vocational education with courses in business may be substituted for up to two years of the work experience requirement on a year-for-year basis.

Eff. Date: 10/74

Rev: 1/91 – Rewritten – class evaluation.

Rev: 8/96 – rewritten in current format.

Rev: 9/92 – Rewritten and re-evaluated. Both levels increased one grade.

Rev: 8/98 – Revised minimum qualifications statements.

Rev: 12/01 – Reviewed factoring and revised minimum qualifications statements.

Rev: 7/12 – Conversion to Hay System