

Class Concept

Positions in this class are responsible for accurately performing accounting work involving the maintenance and reporting of financial accounting data. Positions in this class are primarily responsible for reviewing and processing documents such as expense vouchers; invoices; and purchase orders. Positions in this class are responsible for billing, receipts, deposits, expenditures, reconciliation of financial statements; ledger posting, balancing, control; and preparation of financial reports. These positions maintain accounts and general fiscal records for a small or general fund activity; detailed subsidiary ledgers for a major division of a large department; or perform a more limited variety of bookkeeping as a part of the total accounting process of a moderate size accounting unit. Work is performed under the general supervision of a higher level Accounting Technician or an Accountant.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of accounting methods, procedures, and accounting practices.
- Knowledge of accounting and other software (e.g.: ERP, Excel, Word, Access).
- Knowledge of basic mathematical computations.
- Ability to understand, interpret, and apply the laws and regulations pertaining to financial records.
- Ability to use posting, calculating, or adding machine in recording financial data or making computations.
- Ability to prepare standard financial statements and reports.
- Ability to identify and correct routine and recurring financial problems, referring more complex problems to a higher level.
- Ability to present financial information clearly and concisely in oral and written form.
- Ability to verify accounting documents and forms for accuracy and completeness.

Minimum Education and Experience

Associate's Degree in Accounting from an appropriately accredited institution and one year of experience; or

High school diploma or General Educational Development (GED) diploma and two years of experience in accounting work; or an equivalent combination of training and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.