

Class Concept

Positions in this class are responsible for independently performing paraprofessional technical work involving the maintenance and reporting of financial accounting data. Positions 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 in this class may have varied responsibilities affecting the fiscal and financial operations of their respective work unit or involvement in a budget process. Positions are responsible for analyzing data for accuracy, problem-solving, and interpreting regulations. Positions in this class 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. Positions may supervise lower-level Accounting Technicians or Accounting Clerks. Work is performed under the general supervision of an Accountant.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of accounting methods, procedures, and accounting practices.
- General knowledge of a variety of technology, financial systems, and software packages to create and maintain data.
- Ability to understand, interpret, and apply the laws and regulations pertaining to financial records.
- Ability to prepare fiscal reports and analyze financial statements.
- Ability to present financial information clearly and concisely in oral and written form.
- Ability to research, identify, and resolve discrepancies in accounting transactions.
- Ability to establish and maintain effective working relationships with others.
- Ability to plan, organize, train, and review the work of subordinate personnel.
- Ability to supervise lower-level staff or supervise various financial functions of moderate to considerable complexity.

Minimum Education and Experience

Associate degree in accounting from an appropriately accredited institution, and two years of accounting experience; or

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