

*ACCOUNTING TECHNICIAN*

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**DEFINITION**

Under general supervision, the Accounting Technician independently performs complex and responsible paraprofessional accounting work related to the financial, statistical and reporting functions of the Superior Court; may act as a lead-worker to other Account Clerks/Senior Account Clerks; and performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Accounting Technician position is responsible for performing highly technical accounting duties and to provide direction to accounting clerical staff. This class is distinguished from the Account Clerk and Senior Account Clerk classifications in that incumbents in those classes perform less difficult financial record keeping duties. This class is expected to perform advanced journey/lead worker level duties, and has the responsibility for leading, training and assigning work of the Account Clerks or Senior Account Clerks and performs the more difficult and complex duties. Positions in this class are not supervisory, but may exercise lead responsibilities.

**TYPICAL TASKS**

- Maintains bookkeeping and accounting control records
- Prepares journal entries
- Posts to general ledger and subsidiary ledgers
- Makes the more difficult adjusting entries required in correcting computation errors and other discrepancies
- May lead the work of Account Clerks and Senior Account Clerks, including training and instruction in work
- Closes and balances accounts
- Compiles data for budget preparation purposes
- Prepares financial statements, reports, and documents
- Answers financial inquiries and prepares correspondence for public or Court staff
- Researches original input documents to trace, identify and correct errors
- Maintains control of account codes and expenditure authorizations
- Checks allotments to see how much money has been encumbered by program
- Audits financial accounts and validates expenditure claims
- Tracks and monitors compliance with budgets, contracts and grants
- Receives, reviews and processes claims for payment in accordance with contract stipulations
- Assist with payroll process, including record review, entry and documentation
- Processes revolving fund checks for salary and travel advances

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Principles and practices of accounting and financial record keeping
- Purposes, methods, and practices of financial record keeping
- Requirements of the Trial Court Financial Policies and Procedures Manual, and the Trial Court Procurement guidelines
- Concepts of double-entry bookkeeping
- Fiscal accounting terminology
- General banking and accounting procedures
- Cash handling procedures
- Spreadsheet applications
- Accounts receivable set up and processing
- Processing of professional services, vendor, purchase and employee travel claims;
- Returned check policies
- Laws, codes, ordinances and procedures pertaining to the legal and fiscal process work of the Superior Court
- Office practices and methods to include proper phone etiquette
- Filing practices
- Correct usage of proper grammar and spelling

### **Ability to:**

- Organize, set priorities, take initiative and exercise sound independent judgment
- Analyze data and draw logical conclusions
- Apply rules and regulations to specific cases
- Maintain a variety of records, analyze data, and prepare accurate reports;
- Use independent judgment in interpreting and applying laws, rules and policies pertaining to the work of the Superior Court
- Carry out instructions concerning maintenance of fiscal and legal records
- Operate adding machines and calculators
- Handle routine correspondence and related clerical tasks independently
- Make mathematical calculations accurately and rapidly
- Operate automated office equipment including word processors, personal computers, data processing equipment, facsimile, electronic copiers, printers, and other modern office equipment
- Train Court personnel
- Follow oral and written directions
- Communicate effectively to establish and maintain effective working relationships

## **PHYSICAL CHARACTERISTICS**

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Communicate with the public and Court staff. Dexterity and coordination to handle files and single pieces of paper. May move objects weighing up to 25 lbs., by reaching overhead, pushing, pulling, kneeling or stooping. Move from place to place within an office. Remain in a stationary position for prolonged periods of time.

## **EXPERIENCE/EDUCATION**

Equivalent to an Associate's Degree with major course work in accounting, business administration, finance, economics or a related field; **AND** two years of experience in keeping or reviewing accounting/fiscal records **–OR–** Four years of increasingly responsible financial clerical experience.

(Additional directly related experience may be substituted for the education on a year for year basis. Additional directly related college level education may be substituted for the experience on a year for year basis.)