

ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, performs accounting operations work; processes and reviews complex transactions; assists in the review and preparation of financial statements; responds to customer inquiries; performs related work as assigned.

CLASS CHARACTERISTICS

This is the working level of the Accounting Technician series, fully competent to independently and accurately perform the full range of accounting operations work. This class is distinguished from the Senior Accounting Technician in that the latter may perform lead direction and work review to assigned staff and/or performs the more difficult semi-professional accounting work.

EXAMPLES OF DUTIES (*illustrative only*)

- Reviews, codes, and audits the more complex invoices, travel claims, relocation claims, and compensation claims using an automated financial system.
- Reviews documents for data integrity, availability of funds, and proper approvals.
- Performs month-end reconciliations of claims filed, petty cash, credit card invoices, etc.
- Posts payments and encumbrances to proper ledgers, maintains encumbrance register, and initiates adjustments to encumbrances and performs associated reconciliations.
- Assists with preparation of periodic reports and financial statements.
- Reviews and reconciles revolving fund accounts by general ledger (subsidiary accounts for salary, travel, and expenses).
- Maintains the petty cash fund.
- Maintains claim schedule, contract, and purchase order files; prepares claim schedules for approval; prepares and inputs claim schedule adjustments and claim corrections.
- Processes revolving fund checks.
- Prepares and types memos and correspondence as assigned.
- Maintains fixed asset accounting records, additions, deletions, and inventory control.
- Answers telephone inquiries from vendors, courts, Judicial Council Administrative Office of the Courts personnel, and Controller's Office staff regarding the transactions they processed.
- Provides backup operational assistance as needed.

WORKING CONDITIONS

- Must be available to work overtime and on weekends and holidays.

QUALIFICATIONS

Knowledge of:

- Principles and practices of financial record keeping.
- Effective use of business office machines.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, and financial systems.
- Business arithmetic.
- Basic office practices and procedures.
- Basic practices of reviewing financial documents for completeness and accuracy.

Ability to:

- Learn and apply governmental accounting rules and regulations.
- Perform detailed financial office support work.
- Effectively use office machines.
- Maintain accurate office files.
- Review source documents for completeness and accuracy.
- Review, post, balance, and reconcile financial records.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and financial systems.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to an associate degree, preferably with major course work in accounting, and two years of experience performing accounting operations work such as processing invoices and claims, document review, assisting in the preparation of periodic reports and financial statements, and other similar work.

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.