

SENIOR ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, performs the more difficult semiprofessional accounting work in the establishment and maintenance of accounts and records for specialized activities, accounting systems, and central fiscal control activities; maintenance of a segment of an accounting function such as accounts receivable, accounts payable, cash disbursements, etc.; performs related work as assigned.

CLASS CHARACTERISTICS

This is the semi-professional, lead and/or specialist level class of the Accounting Technician series. Employees in this class need basic knowledge of accounting principles and practices; however, the kind and level of difficulty of the work performed does not require full professional accounting. Incumbents are fully competent to independently perform a broad variety of accounting support duties within general guidelines, but with limited independent decision-making. Incumbents may act as lead or perform work review for Accounting Technicians in their unit. This class is distinguished from Accounting Operations Supervisor in that the latter is responsible for supervising accounting operations staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Prepares and records journal entries.
- Posts ledgers (e.g., general journal, accounts payable, accounts receivable, uncleared collections, dishonored checks).
- Prepares trial balances.
- Audits more complex claims such as travel claims.
- Performs preliminary reconciliations (e.g. dishonored checks, aged receivables, monthly and annual revolving funds, escheatment, etc.).
- Reviews documents for data integrity, availability of funds, and proper approvals.
- Researches adjusting items in the financial records and reports.
- Gathers data for a variety of financial reports requiring the application of accounting principles and judgment.
- Compiles the less difficult financial reports.

- Compiles and analyzes workload and other budget data.
- Reviews and posts payments and encumbrances to proper ledgers for entities (such as trial courts) with high consequence of error and restrictions based on statute and judicial council directives.
- Records adjustments to encumbrances and performs associated reconciliation.
- Reviews deposit receipts submitted by other organizations.
- Prepares remittance advice to the State Controller's Office.
- Maintains follow-up and collection of dishonored checks.
- Prepares or reviews invoices for contracts and grants.
- Prepares and types memos and correspondence as required.
- Maintains and researches items in the uncleared collections account.
- Makes progress payments to contractors based on work completed.
- Reviews and schedules payment for leases and consultant contracts.

WORKING CONDITIONS

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

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Principles and practices financial record keeping.
- Basic principles of accounting.
- Office methods, procedures and equipment.
- Governmental accounting principles and procedures.
- Principles and techniques of preparing a variety of effective written material including business letters.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, and financial systems.
- Use of automated financial systems involving data entry, posting, and report generation.
- Techniques for dealing with the public, in person and over the telephone.

Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- Apply rules and regulations to specific cases.
- Operate common office equipment used in financial record keeping work.
- Analyze and draw logical conclusions.
- Write effectively.
- Review financial documents for completeness and accuracy.
- Perform detailed financial office support work accurately.
- Review, post, balance, and reconcile financial records.

- Maintain accurate financial records and prepare accurate and timely reports.
- Present financial information clearly and concisely, orally or in writing.
- Organize, research, and maintain office files.
- 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 in an accounting operation performing payroll processing, recording to original books, preparing trial balances, or equivalent bookkeeper-level responsibilities.

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.