

# Classification and Qualification STANDARDS

## Accounting Technician Series

| Class Title               | Class Code | Issue Date | FLSA       |
|---------------------------|------------|------------|------------|
| Accounting Technician I   | 1730       | 10-01-2012 | Non-Exempt |
| Accounting Technician II  | 1741       | 10-01-2012 | Non-Exempt |
| Accountant Technician III | 1740       | 10-01-2012 | Non-Exempt |

### OVERVIEW:

Accounting Technicians provide technical support to organizational units responsible for receiving and disbursing university and/or auxiliary funds and recording financial transactions (e.g., accounts payable, accounts receivable, student finance, investments and special projects, trust and general accounting units).

Positions are assigned to classifications in this series on the basis of the degree of complexity, difficulty, and variety of duties performed; amount of independence, originality, and discretionary decision-making authority delegated to the position; and demonstrated level of knowledge of accounting methods, procedures, and practices. All classifications require knowledge and understanding of financial record-keeping methods, procedures, and practices and the ability to use current computer word processing and spreadsheet software programs, web browsers, integrated financial systems and/or other types of records management systems, such as student accounting, cashiering and student financial aid. Incumbents usually have a variety of contacts, inside and outside the university, and may be assigned responsibility for providing training, guidance, and assistance to other employees.

The Accounting Technician Series is distinguished from other series such as clerical, payroll, general administrative support, and purchasing by a primary responsibility for providing technical support to functional units involved in receiving and disbursing university funds and/or its auxiliaries and recording financial transactions.

**Accounting Technician I** – Work is typically constant and well-defined. Work assignments have well established guidelines and are outlined in specific terms. Assistance is provided handling transactions that are not clearly covered by established university policy.

**Accounting Technician II** – This is the journey-level classification in the series. Work is of greater diversity and complexity than the lower levels. Incumbents work independently and exercise initiative and judgment in making decisions consistent with standard practice and established guidelines.

**Accounting Technician III** – Incumbents at the advanced journey-level must exercise considerable judgment, initiative, and independence to achieve results. Work assignments may involve subject matter requiring technical expertise. Incumbents may provide input to the employee performance evaluation process.

### TYPICAL ACTIVITIES:

The following examples of typical work activities are meant to illustrate the general range of work functions performed by Accounting Technicians; they are not meant to be all inclusive or restrictive. Work assignments may involve other related activities within the scope of each classification.

Accounting Technicians typically perform duties that include some or all of the following: review documents for accuracy, completeness, validity, and adherence to standards; make mathematical calculations; assign transaction codes and prepare documents for processing; post data to journals, registers, and ledgers; compile,

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verify, reconcile, analyze, and summarize information; prepare invoices, enter data, and prepare billings and past due notices; review computer generated reports and make necessary corrections; maintain records; understand and interpret university policies and regulations for faculty, staff and the general public; review web pages and make recommendations for updates; write or update departmental procedures; may perform routine clerical functions as needed, such as sorting mail, data entry, greeting customers, answering phones and providing assistance, filing and using standard office equipment; provide technical assistance with web site applications; and use current computer word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems, such as student accounting, cashiering and student financial aid.

## **ACCOUNTING TECHNICIAN I**

Incumbents in this classification apply a general knowledge of financial record-keeping methods, procedures, and practices to the processing and recording of financial transactions and information. Work assignments are usually well-defined and of a constant nature; however, incumbents may be assigned responsibility for resolving problems. Detailed instruction is initially provided for incumbents new to the position. Once this introductory period is completed, incumbents are responsible for performing work that is accurate and for independently identifying and correcting any errors that may occur.

Incumbents communicate established university policies and procedures to faculty, staff and the general public, referring them to the appropriate staff member when more extensive interpretation is required; receive and disburse monies; compile various documents and review for accuracy; make mathematical calculations; update and maintain spreadsheets including entering, sorting, calculating; run and export queries; provide input to the modification and documentation of established procedures based on precedent and university policies; maintain files and records; and reconcile account balances.

## **MINIMUM QUALIFICATIONS:**

### ***Knowledge:***

General knowledge of financial record-keeping, mathematical and general office methods, procedures, and practices.

### ***Abilities:***

Ability to review financial documents for accuracy, completeness, validity, and adherence to standards; compute and post numbers rapidly and accurately; maintain files and records; identify, trace, and correct errors; follow directions; interpret and apply written rules and regulations; establish and maintain effective working relationships with others; exercise tact, courtesy, alertness, and good judgment in responding to others; use current computer word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems, such as student accounting, cashiering and student financial aid; and read and write English at a level appropriate to the position.

### ***Experience:***

Equivalent to one year of clerical accounting or financial record-keeping experience which has provided the above knowledge and abilities.

### ***Education:***

Any combination of education and experience which provides the required knowledge and abilities.

## **ACCOUNTING TECHNICIAN II**

Incumbents in this classification have the training and experience required to independently perform most of the skilled work of the Accounting Technician Series. This is the journey-level of this series. Positions of this classification require a thorough knowledge and understanding of financial record-keeping methods and practices.

The Accounting Technician II performs diverse duties involving a wide range of procedures. Incumbents are required to use initiative and judgment in analyzing information and determining a course of action within the specifications of standard practice and established guidelines. Work is usually performed without direct verification or check.

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Incumbents communicate established university policies and procedures to faculty, staff and the general public, obtaining clarification from others when more extensive interpretation is required; review data for accuracy and completeness and make correcting entries; maintain accounting of financial aid records; receive and disburse monies; prepare billings and past due notices; place holds, assess late fees, and process cancellations; post information to journals, registers, and ledgers; analyze and record transactions for write-off; assemble and compile data used in the generation of financial reports and/or analysis; balance and reconcile assigned accounts; create and maintain spreadsheets, including entering, revising, sorting, calculating and creating tables; modify, run and export queries; review and recommend content updates to web pages; assist with the modification and documentation of established procedures based on precedent and university policies; enter codes and data into the computer and review computer reports for accuracy; and participate in the testing of financial software for upgrades and implementations as related to the position including such activities as testing transaction/data entry and data output.

## **MINIMUM QUALIFICATIONS:**

### ***Knowledge:***

Thorough knowledge of financial record-keeping, mathematical and general office methods, procedures, and practices.

### ***Abilities:***

In addition to the Accounting Technician I abilities, must be able to apply accounting procedures and practices to the analysis of basic accounting problems; analyze and interpret accounting data; apply problem solving techniques in finding solutions to basic accounting problems; understand and apply applicable rules, regulations, policies, and procedures; use current computer word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems, such as student accounting, cashiering and student financial aid; work independently; and make sound decisions and recommendations regarding accounting activities.

### ***Experience:***

Equivalent to three years of progressively responsible financial record-keeping experience which has provided the above knowledge and abilities.

### ***Education:***

Any equivalent combination of education and experience which provides the required knowledge and abilities.

## **ACCOUNTING TECHNICIAN III**

The Accounting Technician III is the advanced journey-level classification in the series. Positions in this classification require a comprehensive knowledge of financial record-keeping methods, procedures, and practices, and a basic knowledge of Generally Accepted Accounting Principles (GAAP). May provide technical and/or work direction to other employees.

The Accounting Technician III performs a wide variety of duties requiring considerable judgment, initiative, and independence. Incumbents in this classification devise new methods, modify and document established procedures based on precedent and university policies and develop new procedures as necessary; deal with subject matter requiring technical expertise; and resolve difficult and unusual problems.

The Accounting Technician III typically performs duties that include some or all of the following: assemble and compile data used in the generation of financial reports and/or analysis; maintain accounting records for funds, programs, or activities involving multiple transactions; prepare reconciliations; update and maintain accounting tables and online functionality; create and maintain more complex spreadsheets including entering, revising, sorting, calculating and creating tables; create, troubleshoot, modify, run, analyze and export advanced queries; identify, research and work with appropriate personnel to resolve computer application errors; participate in the testing of financial software for upgrades and implementations as related to the position including such activities as testing transaction/data entry and data output; communicate established university policies and procedures to faculty, staff and the general public, including those that require extensive interpretation; prepare monthly adjusting and year-end closing journal entries; interpret and explain university, auxiliary and funding agency

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regulations to students, faculty, staff and outside parties; disburse funds after independently determining conformance to university regulations; and compose correspondence of a technical nature regarding financial matters.

## **MINIMUM QUALIFICATIONS:**

### ***Knowledge:***

Comprehensive knowledge of financial record-keeping, mathematical and general office methods, procedures, and practices; and basic knowledge of Generally Accepted Accounting Principles (GAAP).

### ***Abilities:***

In addition to the Accounting Technician II abilities, must be able to interpret and apply a wide variety of written rules and regulations; maintain accounting records for funds, programs, or activities involving multiple transactions; compile, verify, and reconcile financial data; use current computer word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems, such as student accounting, cashiering and student financial aid; investigate and resolve errors and discrepancies; and read and interpret computer-generated reports.

### ***Experience:***

Equivalent to four years of progressively responsible financial record-keeping experience which has provided the above knowledge and abilities.

### ***Education:***

Any equivalent combination of education and experience which provides the required knowledge and abilities.