

ACCOUNTING TECHNICIAN – CONFIDENTIAL

DEFINITION

Under direction, to perform paraprofessional accounting work of a specialized and complex nature. The Accounting Technician - Confidential performs the more difficult and technical sub-professional accounting work required in the preparation, maintenance, and analysis of fiscal and statistical records and reports; prepares and assists in the preparation of financial statements, documents, analyses, and reports; maintains accounting records, reports, and manual or computer-based accounting systems; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single paraprofessional class which requires knowledge of basic accounting principles and procedures and the ability to perform paraprofessional accounting work with minimal supervision. Incumbents have typically completed two years of the accounting education normally required to enter the professional accounting field. This is a Confidential classification. Confidential in this context according to the Personnel Rules means a non-management employee who, in the course of his or her duties, is regularly privy to management planning or decision-making regarding the County's administration of employer-employee relations as determined by the Board of Supervisors.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

Reconciles accounts, funds, groups, and researches errors by checking previous entries, records, and supporting documents; processes accounts payables and deposits; processes department purchase orders, monthly supply orders; coordinates department travel, and processes travel claims; performs cost center allocations; reviews claims for payment as to validity and proper account number; assists in tracking and monitoring contract expenditures on a periodic basis; assists with the Electronic Surplus Center; assists in preparing annual fiscal year end deliverables; assists in monitoring the budgets of all divisions within a department; assists with new year budget process and annual asset inventory; compiles data and technically interprets such data for budget preparation purposes; supervises and participates in the maintaining of records in accounting systems, material inventories, fund appropriations and expenditures, accounts payable and accounts receivable, purchasing, and similar financial and statistical activities; assists in devising forms and methods in financial recordkeeping or accounting systems; prepares journal entries for fund transfers, and other administrative adjustments in budget appropriations; and compiles data; may prepare technically difficult statistical and/or accounting reports from a variety of sources; uses computer terminal to enter and retrieve data; maintains journals and general ledgers of financial transactions and prepares analytical reports on revenues and expenditures; independently performs complex and technical audits based on analysis and interpretation of financial information; prepares calculations for billing for services provided by the county; appropriately distributes funds in accordance with state and federal regulations; maintains ancillary, general,

statistical, and cost records; examines and reviews account records, adjusting balances and reconciling accounts; prepares and processes materials that require the analysis of source material and a thorough familiarity with policies, procedures, terminology, and various applicable laws in order to obtain the necessary data; compiles a variety of narrative and statistical reports, locates sources of information, devises forms to secure data, and determines proper format for finished reports; answers questions that involve searching for and abstracting technical data and detailed explanations of laws, policies, or procedures, referring only matters requiring policy decisions to the supervisor; may operate automated systems and trouble-shoot problems related to the production of fiscal and statistical reports and related documents; may be responsible for a billing and statistical record keeping operation; performs related duties as assigned.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: Basic accounting principles, procedures, and terminology; governmental accounting and budgeting; modern office methods, procedures, and equipment; general knowledge of the legal requirements and the accounting system related to a particular assignment may be required for certain positions; some familiarity with data processing accounting systems.

Ability to: Perform paraprofessional accounting work with minimal supervision; organize tasks and set priorities; prepare accurate financial summaries and reports; make arithmetical calculations quickly and accurately; maintain controls on complex records and analyze data; analyze and understand data processing reports; understand and interpret the principles, laws, and procedures involved in the bookkeeping and auditing functions; establish and maintain cooperative relationships with those contacted in the course of work; type with accuracy and with moderate speed; follow written and oral directions and instructions; analyze data and draw logical conclusions; common spreadsheet and database software packages; communicate effectively both verbally and in writing; maintain confidentiality.

These employment standards are typically attained with the completion of the accounting courses required for an Associate of Arts Degree in Accounting, and two (2) years of experience in financial recordkeeping **OR** three (3) years of full-time increasingly responsible technical advanced journey level experience in financial, accounting, or statistical record keeping activities. Formal education in basic accounting or bookkeeping may substitute for the experience requirement on a year-for-year basis.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to

finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee will need to be able to handle multiple tasks with shifting priorities and interact with various department staff.

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