

ACCOUNTING TECHNICIAN I

DEFINITION:

This is non-supervisory accounting clerical and technical support work in the maintenance and verification of accounting data.

Work is performed under general supervision and is reviewed through conferences and reports. Duties and responsibilities may vary depending upon the unit to which assigned.

DUTIES (NOT ALL INCLUSIVE):

Prepares documents such as MDV's, requisitions, MED's for payment and purchase orders. Submits to commissioner for signature.

Maintains a running balance for all accounts to ensure availability of funds.

Prepares time and attendance reports for the department, so that employees can be paid and submits for signature. Batches such and enters into the FMS (Financial Management System).

Prepares monthly reports of all activities and submits to supervisor.

Reconciles all accounts to ensure availability of funds and detect erroneous postings.

Analyzes all accounts to determine availability of funds and correct balance.

Assists in the preparation of departmental budget and attends budgetary hearings. Makes budgetary adjustments to increase or decrease as necessary. Batches adjustments and enters all information into the FMS.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of bookkeeping and accounting principles.

Knowledge of the V. I. Code.

Knowledge of basic computer operations.

Ability to prepare written reports.

Ability to deal effectively with all persons contacted during the course of work.

Ability to follow a set system of procedures.

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Ability to deal with figures.

SUPERVISORY CONTROL:

Work is assigned daily and is reviewed upon completion. In some cases, the work is routine and repetitive in nature, so the employee knows what should be done.

GUIDELINES:

Accounting Manual, Dialog Reference Manual, (Capps Manual-informs as to the codes that should be used, as well as bank account codes and the definition of each).

COMPLEXITY:

Work is recurring and repetitive. In some tasks, depending upon difficulty, the work is referred to a higher level supervisor for clarification.

SCOPE AND EFFECT:

To ensure that monies are expended appropriately and that each department can operate, and to ensure the appropriate codes are assigned.

PERSONAL CONTACTS:

Contacts are with employees within own agency as well as outside agencies.

PURPOSE OF CONTACTS:

To obtain or exchange information relative to documents and accounts.

PHYSICAL DEMANDS:

Work is mostly sedentary. Some walking, stooping and bending is required.

WORK ENVIRONMENT:

Work is performed in an office setting. Currently some disagreeable conditions exist such as dust, noise, unpleasant odor, etc.

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MINIMUM QUALIFICATIONS:

An Associate Degree in Business, Accounting or any closely related field which includes at least six (6) credits in accounting,

OR:

High School Diploma or its equivalent and four (4) years accounting clerical or bookkeeping experience which includes at least six (6) accounting credits.

DATE: _____

APPROVED: _____
DIRECTOR

SA/DOF