

ACCOUNTING TECHNICIAN II

DEFINITION:

This is a non-supervisory accounting clerical and technical support position in maintaining various accounts to ensure that amounts are properly expended and matched to revenues. Duties and responsibilities may vary depending upon the unit to which assigned.

Work is performed under general supervision and is reviewed through conferences and reports.

DUTIES (NOT ALL INCLUSIVE):

Audits all vouchers received in the department for payment (Ex: encumbrances, bids) and requests to increase or decrease monies for various projects and contracts.

Checks various documents for accuracy and correctness, legality, availability of funds, signatures of certifying and receiving officer and for proper procurement procedures. Ensures that the proper procedures are followed by all agencies.

Makes adjustments to various accounts for correction purposes using the FMS (Financial Management System). Batches such.

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

Prepares monthly reports of all activities and submits to supervisor.

Meets with appropriate personnel to discuss the status of accounts and corrective measures.

Batches all documents for payment purposes and enters into FMS.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of bookkeeping and accounting principles.

Knowledge of the V. I. Code.

Knowledge of basic computer operations.

Knowledge of federal and local guidelines.

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Ability to use calculator.

Ability to read and comprehend.

Ability to prepare written reports.

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

Ability to deal with figures.

SUPERVISORY CONTROL:

Work is assigned daily and is reviewed upon completion. In some cases, work is routine and repetitive in nature, so the employee knows what to do. Most times, the work is performed independently and general supervision is received.

GUIDELINES:

Guidelines include Accounting Manual and Dialog Reference Manual.

COMPLEXITY:

Work involves checking documents for account codes, computations, availability of funds, and to ensure that all guidelines and procedures are followed. In difficult cases, work is referred to a higher-level supervisor for clarification.

SCOPE AND EFFECT:

To ensure that monies are expended appropriately.

PERSONAL CONTACTS:

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

PURPOSE OF CONTACTS:

To obtain and exchange information relative to documents.

PHYSICAL DEMANDS:

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

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WORK ENVIRONMENT:

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

MINIMUM QUALIFICATIONS:

An Associate Degree in Business Administration or any closely related field which includes at least nine (9) credits in accounting plus two (2) years accounting clerical or bookkeeping experience,

OR:

High School Diploma or its equivalent and six (6) years accounting clerical or bookkeeping experience plus at least nine (9) accounting credits.

OR:

Two (2) years as an Accounting Technician I, including nine (9) credits in accounting.

DATE: _____

APPROVED: _____
DIRECTOR

SA/DOF