CLASS TITLE: Accounting Technician II

CHARACTERISTICS OF THE CLASS: Under general supervision, performs paraprofessional accounting and auditing duties; and performs related work as required.

ESSENTIAL DUTIES: Reviews program contracts, budgets and budget amendments and revisions for conformance to federal, state and local government accounting requirements; interprets contract provisions in order to identify allowable and non-allowable expenditures; checks and reviews audited vouchers to ensure accuracy and conformance to established accounting procedures; resolves problems regarding budget limitations, allocations or modifications and prepares necessary documentation; verifies waivers to contract provisions; provides technical assistance on the preparation of documents for reimbursement to contractors, subcontractors or other agencies; maintains control ledgers, prepares routine financial reports and approves vouchers for payment.

RELATED DUTIES: Uses computerized accounting systems to record and reconcile accounting records; may supervise and review the work of subordinates engaged in the posting of ledger accounts, the preparation of trial balances and summary accounts, and the preliminary auditing of reimbursement requests.

MINIMUM QUALIFICATIONS:

Training and Experience. Two years of paraprofessional accounting or auditing experience, or an equivalent combination of training and experience.


Ability to analyze financial transactions and make original or adjusting entries. Ability to read and interpret financial statements, contracts and reports. Ability to trace transactions through financial records. Ability to operate a personal computer.

Good skill in recording and reconciling financial transactions. Good communications skills. Some positions require skill in computer operations.

Working Conditions. General office environment.

Equipment. General office equipment, including calculators and computers for some positions.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 1994