

## **ACCOUNTING TECHNICIAN I**

### Definition:

Under general supervision, performs accounting tasks of average difficulty involved in the preparation and maintenance of the Agency's accounting records, and performs related duties as required

### Distinguishing Characteristics:

This is the entry level accounting position. Employees are in training and expected to promote to the II, or journey level, as they acquire experience and knowledge of the Agency's system. Employees work in an office setting and are regularly required to lift and move up to 35 pounds. Finger dexterity and the ability to focus vision, both close and far, are required. Occasionally may be outside in inclement weather and traverse uneven terrain.

### Examples of Duties:

- processes and audits vendors' and contractors' bills and invoices for errors in extensions, matches to requisitions and purchases orders, and follows all required procedures to completion of accounts payable, including debit service warrants;
- enters required data into the computer and audits all related computer printout reports;
- reconciles monthly vendor statements with follow-up as required to correct any discrepancies;
- generates computer checks; prepares warrant registers; maintains current bank balance records;
- inputs detailed accounting transactions into the computer;
- performs a variety of clerical, typing, purchasing and accounting work as required.

### Qualifications:

### Knowledge of:

- principles, procedures, practices and terminology used in accounting, financial record keeping, and auditing;
- operation of computer input terminal and calculating machines;
- modern office terminology, procedures and equipment;
- methods, procedures, practices, and terminology used in data processing;

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### Ability to:

- apply basic accounting principles to the maintenance of accounting and financial transactions;
- workable knowledge of department's computers including word processing, and spreadsheet software;
- make accurate arithmetical calculations;
- understand and carry out verbal and written instructions;
- spell correctly and use proper English;
- work cooperatively with others and deal effectively with those contacted in the course of work.

### Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of two (2) years of college level coursework in accounting, bookkeeping, or a closely related field; and four (4) years experience in financial or statistical record keeping and accounting/bookkeeping, at least two (2) of which must have been using a computer based bookkeeping system.

### License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.