

METRO Classification Description

Title: Accounting Technician II
Job Code: 0038
Pay Range: 07
FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580
Established:
Revised: 2007

Classification Summary:

Perform a variety of skilled accounting tasks according to established accounting principles and procedures. Maintain accounts and prepares financial reports for accounts payable and/or accounts receivable.

Supervision Received:

Daily oversight is received from a Lead or Supervisor. Overall supervision is received from a Supervisor.

Supervision Exercised:

None

Distinguishing Features:

The Accounting Technician II classification is distinguished from the Accounting Technician I classification by the increased responsibility for independently performing more technical and complex accounting functions within broadly defined guidelines.

Essential Functions:

An employee in this class may perform any of the following duties. However, this list does not include all the specific tasks, which an employee in this classification may be expected to perform.

1. Assumes responsibility for a complex, Metro-wide accounting function; prepares, maintains and verifies all routed financial records or reports.
2. Maintains accounts by coding, processing and posting payables and receivables. Prepares revenue and expenditure reports, and balances/reconciles reports against actual income and expense input.
3. Reviews financial records for accuracy; posts and reconciles journals, ledgers, logs or other records on a daily or periodic basis.
4. Assigns and processes accounts payable and receivable and purchase order register based on documentation, invoices, contracts and/or statements. Prepares invoices in accordance with established guidelines.

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5. Performs cashiering function by receiving, posting, balancing and depositing cash received. Receipts cash transactions and distributes petty cash. Allocates revenues to general ledger accounts, using spreadsheet techniques and journal entry development.
6. Calculates, edits, posts and verifies data to produce regular or special summaries; balances reports or other records.
7. Accumulates and classifies data from varied sources to make summary reports as required: analyzes by determining variances and similarities. Verifies completed summaries against source documents which may involve statistical tabulations and calculations in accordance with established formulas, equations and technical data.
8. Establishes, maintains, and revises filing system. Determines appropriate file category, logs and files all records.
9. Responds to a variety of departmental, vendor and public requests for information relative to assigned function; provides requested information when authorized or refers to appropriate individual for response.
10. Inputs, reviews and controls fiscal information on a computerized financial system.
11. Types and edits correspondence, reports and statistical information using a PC. May perform general office duties such as filing, copying and faxing, etc., as needed.
12. Assists in developing procedures and reporting formats to establish or improve specific accounting processes.

Secondary Functions:

1. Performs all other duties as assigned.

Job Specifications:

High school diploma or G.E.D., the equivalent of two years of college or vocational courses in accounting and business, and two years of accounting experience applicable to the assigned area; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Knowledge, Skills and Abilities:

- Double entry accounting principles and practices
- Governmental accounting practices
- Modern office methods and ability to operate standard office equipment such as a 10-key, calculator, photocopier, fax machine and computer
- Accurately apply fundamental accounting principles to the keeping of detailed account records and the preparation of financial reports utilizing spreadsheets and databases
- Organize and prioritize work to meet deadlines and demands of peak season workloads
- Arithmetic calculations rapidly and accurately

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Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Duties are primarily performed in an office environment, while sitting at a desk or computer terminal. Requires good general hearing (both in person and over the phone), continuous sitting, fingering, feeling and repetitive motions of the hands and/or wrists. May also require frequent talking (both in person and over the phone), reaching, feeling and handling and occasional standing, walking or bending, and the ability to lift and/or carry up to 25 pounds.