

CLASSIFICATION SPECIFICATION

Account Technician

FT/PT Class Code: 4000, 4500 Pay Grade: B/C 06 FLSA: Non-Exempt Rev. 07/01/13

SUMMARY STATEMENT: An incumbent is responsible for providing basic accounting activities in support of a section, division, or department's financial activity.

NATURE AND SCOPE:

Work is typically performed under the supervision of a technical supervisor, and assignments are stable in nature. Individuals process and/or verify financial transactions/accounts which require familiarity with bookkeeping principles and practices as well as specific knowledge of individual codes, department regulations, etc.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Posts, maintains and verifies various ledgers and accounts.
2. Prepares and/or verifies financial documents such as payment vouchers, invoices, etc.
3. Compiles basic data for use by others in the preparation of budgets and/or financial reports.
4. Interacts with students, faculty, employees, vendors, State agencies, public, etc., to resolve any discrepancies.
5. Researches accounts in order to determine proper billing and disposition of funds.
6. Reconciles journal entries with supporting documentation.
7. Maintains students' tuition accounts, either manually or computerized.
8. Maintains appropriate financial records and files, both manually and computer assisted.
9. Participates in the receipt and disbursement of monies as needed.
10. Performs cashier duties as needed.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of State and Federal accounting principles and practices.
- ◇ Knowledge of basic accounting and bookkeeping principles and practices.
- ◇ Knowledge of standard office practices and procedures.
- ◇ Knowledge of auditing procedures.
- ◇ Basic keyboarding skills.
- ◇ Ability to learn the State accounting system.
- ◇ Ability to perform basic mathematical calculations.
- ◇ Ability to operate computer equipment and other office machines.
- ◇ Ability to apply applicable laws, rules and regulations.
- ◇ Ability to communicate effectively in oral and written form.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED, and two (2) years of relevant experience; or other equivalent combination of education and experience.