

## ACCOUNTING TECHNICIAN II

NATURE OF WORK IN THIS CLASS:

This is moderately complex bookkeeping work involved in the maintenance and summary of diversified accounts and bookkeeping records. Employees in this class may be in charge for the bookkeeping operation of a small department or agency and/or may supervise a small staff of lower level technicians or clerks.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Maintains diversified subsidiary accounts and bookkeeping records; prepares journal vouchers to effect adjustments on the general ledgers; posts to the general ledgers; reconciles records against the general ledgers or controlling accounts; prepares financial statements and fund status reports.

Operates calculator and similar office equipment.

May supervise lower level technicians and clerks.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of bookkeeping principles and practices.

Ability to make arithmetic computations with speed and accuracy.

Ability to learn and apply BACIS accounting.

Ability to supervise the work of others may be required for certain assignments.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the operation of calculators and similar office equipment.

Page 2  
ACCOUNTING TECHNICIAN II

MINIMUM EXPERIENCE AND TRAINING:

- (A) One year of bookkeeping work experience and graduation from high school, including or supplemented by a two-semester course in bookkeeping; or
- (B) Completion of a bookkeeping diploma program (48 quarter hours) from a recognized business college; or
- (C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission;