

ACCOUNTING TECHNICIAN I

NATURE OF WORK IN THIS CLASS:

This is routine bookkeeping work involved in the maintenance and summary of subsidiary accounts and preparation of routine financial reports according to established procedures.

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 subsidiary ledgers, i.e. cash, accounts receivable, accounts payable; prepares journal vouchers to effect adjustments on the general ledger or controlling account; closes and balances accounts; prepares routine fund status reports.

Operates calculator and related office equipment.

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 BACIS accounting.

Ability to operate calculators and similar office equipment.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

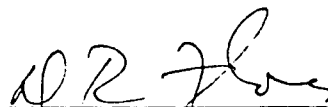
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Completion of a two-semester course in bookkeeping and graduation from high school; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission