

ACCOUNTING TECHNICIAN III

NATURE OF WORK IN THIS CLASS:

This is complex bookkeeping and financial reporting work involving federal funds. Employees in this class maintain complete sets of books and financial records and prepare specialized reports requiring the interpretation of complex reporting requirements and guidelines; or have responsibility for the supervision of the maintenance of diversified sets of accounts and bookkeeping records in a central accounting office.

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 complete sets of bookkeeping records involving federal funds; prepares fund status and financial reports.

Supervises the maintenance of diversified sets of accounts and bookkeeping records.

Operates calculators and similar office equipment.

May prepare budget request for the unit, agency or program.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of bookkeeping principles and practices.

Ability to make arithmetic computations.

Ability to learn and apply BACIS accounting.

Ability to interpret and apply complex federal funding requirements and guidelines.

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

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.

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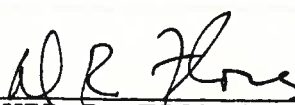
MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of experience in bookkeeping work and graduation from high school, including or supplemented by a two-semester course in bookkeeping; or

(B) One year of experience in bookkeeping work and 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



DAVID R. FLORES, Executive Director
Civil Service Commission