

ACCOUNTING TECHNICIAN I**DEFINITION**

Under general supervision, performs sub-professional accounting work of average difficulty recording and summarizing a variety of transactions utilizing knowledge of the principles and techniques of bookkeeping; and does related or other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

CLASS CHARACTERISTICS

This class is the first level class in the Accounting Technician series. A position in this class is distinguished by responsibility for maintaining an integrated set of records, both financial and statistical. An incumbent in this class may serve as a lead worker, but the paramount and most time-consuming responsibility is that of financial record keeping. This class differs from the next higher class of Accounting Technician II in that an incumbent of the latter class does difficult sub-professional accounting work recording and summarizing a variety of transactions and typically supervises a unit of clerical and/or accounting clerical workers recording and verifying financial and statistical data.

TYPICAL DUTIES

1. Maintains a set of financial and statistical records by posting transactions to journals and ledgers; adjusts accounts according to established procedures; prepares worksheets, and financial summaries.
2. Gathers, compiles, and evaluates financial, statistical, and operational data for reports to County, state, and federal agencies.
3. Maintains cost accounting records by computing, allocating, and posting costs to various accounts.
4. Projects financial needs based on past or projected expenditures, salaries, wages, and operating costs; inventories and orders stock and supplies based on present and projected needs.
5. Examines documents, records, forms, and computer print-outs for accuracy, completeness, and conformance to applicable rules and regulations; reconciles departmental accounting records with those of the County Auditor-Controller.
6. Furnishes information by searching for and abstracting specialized or technical data; provides explanations of laws, regulations, policies, or procedures; sends materials and form letters or composes routine letters.
7. Gathers, prepares and maintains information for personnel and payroll files, records, and reports as assigned; reviews time cards, time off requests, overtime slips and other payroll forms for accuracy, completeness, and conformance to department and County policies; makes corrections or adjustments as necessary; computes and posts complex time and leave accruals to payroll certifications and accrual records; prepares and posts payroll action documents for a wide variety of actions; reconciles

- payroll certification records with employee accrual sheets; codes and enters information for cost accounting records.
8. .Types financial or statistical worksheets, requisitions, forms, form letters, and miscellaneous reports; operates adding machines, calculators, microfiche readers, computer terminals, and cash registers.
 9. May provide lead direction to clerical employees engaged in performing duties related to assigned functions; answers questions regarding procedures, rules, and regulations, assists employees with work.

MINIMUM QUALIFICATIONS

Experience: Two years of journey level office clerical work equivalent to a Senior Office Assistant in San Joaquin County service, including one year of responsible technical financial or fiscal statistical record keeping experience.

Substitution: a) One year of business training in an approved vocational training program may be substituted for one year of the above required experience; or b) completion of 30 semester/45 quarter credit units at an accredited college or university may substitute for one year of the above required experience.

License: Possession of a valid California driver's license if required by the nature of the assignment.

Knowledge of: Principles and practices of bookkeeping; methods of compiling, computing, and presenting basic statistical information; basic mathematics; record keeping principles and techniques; filing systems and procedures; methods of locating and verifying information; principles and techniques of effective oral and written communications; basic public relations techniques; modern office procedures, practices, and equipment including computers and applicable software applications such as spreadsheets, databases, and electronic data processing systems; office machines; basic spelling, punctuation, and grammar.

Ability to: Read, understand, and apply written regulations and other job related materials; understand and follow detailed instructions; code and sort items into categories; review work for accuracy and procedural conformance; maintain confidentiality of information; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; adapt to changing technologies and learn the functionality of new equipment and systems; use adding machine and calculator; communicate effectively with others, both orally and in writing; work neatly, accurately and systematically; prepare financial and statistical reports, charts, and graphs.

Physical/Mental Requirements: **Mobility** – frequent operation of a data entry device and sitting for long periods of time; occasional standing for long periods of time, walking, pushing/pulling, bending/squatting, driving, and climbing stairs. **Lifting** – frequently 5 lbs or less; occasionally 5 to 30 lbs. **Visual** – constant use of overall vision and reading/close-up work; frequent need for color perception, hand/eye coordination, and field of vision. **Dexterity** – frequent holding, reaching, grasping, repetitive motion, and writing. **Hearing/Talking** – frequent hearing of normal speech, hearing on the telephone, talking in person and on the telephone. **Emotional/Physiological Factors** – frequent decision making, concentration, and working alone; occasional to frequent public contact. **Special Requirements** – some assignments may

require occasional working weekends, nights, and/or occasional overtime. ***Environmental Conditions*** – occasional exposure to noise, dust, and poor ventilation.

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