



ACCOUNTING TECHNICIAN

FC: FA215

PG: O.T.

PC: 036

BU: 02

September 1990

DEFINITION

Under general supervision, performs technical duties and provides responsible office assistance in support of various accounting, investment, and financial functions; performs related work as assigned.

CLASS CHARACTERISTICS

This class is a bridging class between the accounting office support classes and the professional accounting series. While much of the work is clerical in nature, incumbents perform some technical accounting and investment work and learn to perform analyses and studies at a professional level on a training basis.

EXAMPLES OF DUTIES

Reviews documents and transactions for completeness, accuracy of calculations and proper authorizations; processes expense reports, invoices, progress payments and other requests for payment; performs complex work related to payroll, including compiling and processing payments for various benefit carriers; reviews, verifies and reconciles a variety of accounts, statements and reports; reviews, verifies and reconciles currency counting reports; prepares information for computer processing and reviews and corrects computer-produced reports, posts daily cash transactions for Assistant Treasurer's use in daily investments of District monies; drafts letters of instruction for repurchase agreements and transfer of BART funds to appropriate banks following Treasurer's guidelines; maintains list of securities purchased and calculates interests and due dates; reconciles and corrects errors in daily cash balance; makes daily deposits; posts, updates and maintains a variety of financial and accounting records and reports; learns to make, compile, and reconcile journal and ledger entries; learns to perform professional level accounting and financial analysis work; organizes work, sets priorities and follows-up to ensure coordination and completion of assigned work; uses a calculator and makes arithmetic or statistical calculations; provides information to vendors, contractors, insurance carriers, District staff and others that may require the use of judgment and the interpretation of policies, rules or procedures; organizes and maintains various files; may type outline correspondence, forms or checks from notes or brief instructions; proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and regulations; operates standard office equipment.

QUALIFICATIONS

Knowledge of:

Basic general and governmental accounting and financial record keeping principles and practices. Standard office practices and procedures, including filing and the operation of standard office

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equipment.

Business arithmetic, including percentages and decimals.

Correct English usage, including spelling, grammar and punctuation.

Principles and practices of a computerized financial accounting system, including the use of on-line computer equipment and the evaluation and reconciliation of computerized reports.

Investment and banking procedure and terminology.

IBM Personal Computers, Including Lotus 1-2-3 and word processing applications

Skill in:

Preparing, verifying and reconciling various accounting and financial records and reports.

Researching and summarizing various materials.

Organizing, prioritizing and coordinating work activities.

Reading and interpreting rules, policies and procedures.

Organizing, researching and maintaining office files.

Making accurate arithmetic calculations with speed and accuracy.

Using initiative and sound independent judgment within established guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Operating standard office equipment including a calculator.

Operating check signing machine and bursting machine.

Typing accurately at a rate of 50 net words per minute from printed copy.

MINIMUM QUALIFICATIONS

Equivalent to graduation from high school, and five years of responsible accounting clerical, accounting office assistant experience, or investment and other related Treasury functions. College or business school course work in an accounting curriculum and experience which will have provided a familiarity with commercial, governmental, and fund accounting are desirable.

Other Requirements:

Use of Lotus 1-2-3 and word processing applications on IBM-PC.