



ACCOUNTING TECHNICIAN 1

Job Code: 685BOE
Bargaining Unit: 02
Effective Date: 7/23/1977

Description of Work

General Statement of Duties

Performs entry level bookkeeping or accounting work maintaining and auditing financial records or keeping books for specific accounts; and performs related duties as required.

Supervision Received

Works under the close technical and administrative supervision of an accountant or a higher level accounting technician.

Supervision Exercised

None.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Maintains accounts including cashbooks, voucher registers and general ledgers; posts entries to various accounts and makes simple trial balances.

Audits and maintains records of financial transaction including requisitions, purchases and invoices.

Performs arithmetic computations and accounting extensions.

Processes requests for, and orders, supplies; maintains stock or inventory records.

Types on occasion routine material not requiring speed.

Maintains petty cash fund; maintains related files and records.

Compiles and prepares financial statements, including balance sheets, reconciliation sheets, bank statements and budget reports.

Assists in compiling and preparing materials for budget estimates.

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Knowledge, Skills, and Abilities

Some knowledge of accounting practices and theories.

Working knowledge of basic modern bookkeeping practices and procedures.

Working knowledge of modern office practices and procedures.

Working ability to operate modern office equipment.

Working ability to make arithmetic computations by hand or by adding machine.

Minimum Qualifications

High school graduation and at least 15 credit hours in courses acceptable toward the junior accounting certificate as given by the University of Minnesota (certain courses may be substituted for those required for the junior accounting certificate); and two years of experience as an Accounting Clerk 2 or equivalent. Each additional year of qualifying experience may be substituted for five credit hours.