

Classification and Qualification



STANDARDS

The California State University System

Accounting Technician Series

Class Title	Class Code	Date Established	Date Revised	Occupation Index Reference
Accounting Technician I	1730	1-9-31	3-1-91	H-3
Accounting Technician II	1741	8-1-52	3-1-91	H-3
Accounting Technician III	1740	8-1-52	3-1-91	H-3

SERIES DEFINITION:

Accounting Technicians provide technical support to organizational units responsible for receiving and disbursing university funds and recording financial transactions (e.g., accounts payable, accounts receivable, student financial aid, investments and special projects, trust and general accounting units).

Positions are assigned to the levels in this series on the basis of the degree of complexity, difficulty, and variety of duties performed; amount of independence, originality, and discretionary decision-making authority delegated to the position; and demonstrated level of knowledge of accounting methods, procedures, and practices. All levels require knowledge and understanding of financial record-keeping methods, procedures, and practices and the ability to use personal computers and/or automated accounting systems. Incumbents may be assigned responsibility for providing training, guidance, and assistance to other employees and participating in the performance evaluation process.

Typical Duties of the Series:

(Note: Duties described in this classification standard are examples only; they are not necessarily descriptive of any one position. Individual positions may be assigned responsibility for other duties within the scope of this classification series.)

Accounting Technicians typically perform duties that include some or all of the following: review documents for accuracy, completeness, validity, and adherence to standards; make arithmetic calculations; assign transaction codes and prepare documents for processing; post data to journals, registers, and ledgers; compile, verify, reconcile, analyze, and summarize information; prepare invoices, enter data, and prepare billings and past due notices; review computer output and make necessary corrections; maintain records; prepare statements, reports, and trial balances; read and explain university policies and regulations to students, faculty/staff, external agencies and the public; operate standard office machines and use personal computers and/or automated accounting systems.

DEFINITION OF CLASS LEVELS:

Accounting Technician I

Employees of this class apply a general knowledge of financial record-keeping methods, procedures, and practices to the processing and recording of financial transactions and information. Work assignments are usually well defined and of a constant nature; however, incumbents may be assigned responsibility for resolving problems via the application of departmental procedures. Detailed instruction is initially provided for employees new to the position. Once this introductory period is completed, employees are responsible for performing work that is accurate and for independently identifying and correcting any errors that may occur.

The Accounting Technician I may answer questions relative to a particular function; receive and disburse monies; match invoices and receiving reports against purchase orders; compile various documents and review for accuracy; make arithmetic calculations; prepare claim schedules; code, batch, and prepare for computer input; maintain files and records; and reconcile account balances.

Accounting Technician II

This is the level in the series at which incumbents have the training and experience required to independently perform most of the skilled work of the accounting technician series. This is the journey level of this series. Positions of this class require a thorough knowledge and understanding of financial record-keeping methods, and practices and a general knowledge of governmental financial record-keeping methods.

The Accounting Technician II performs diversified duties involving a wide range of procedures. Incumbents are required to use initiative and judgment in analyzing information and determining a course of action within the specifications of standard practice and established guidelines. Work is usually performed without direct verification or check.

Employees of this class may read and explain university, government or funding agency policies and procedures relative to their assigned area of responsibility; review data for accuracy and completeness and make correcting entries; maintain accounting of financial aid records; receive payments and disburse checks; prepare billings and past due notices; place holds, assess late fees and process cancellations; prepare statements and reports which require utilization of a variety of sources; post information to journals, registers, and ledgers; prepare trial balances; assemble and compile data used in the preparation of financial reports and/or analysis; balance and reconcile assigned accounts; and enter codes and data into the computer and review computer output for accuracy.

Accounting Technician III

This is the advanced journey level in the series. Positions at this level require a comprehensive knowledge of financial record-keeping methods, procedures, and practices and a thorough knowledge of governmental financial record-keeping methods.

The Accounting Technician III performs a wide variety of duties requiring considerable judgment, initiative, and independence. Employees of this class devise new methods; modify established procedures based on precedent and university policies; and deal with subject matter requiring technical expertise. Work assignments usually involve a variety of contacts, inside and outside the University.

Accounting Technicians at this level typically perform duties that include some or all of the following: prepare trial balances; assemble and compile data used in the preparation of financial reports and/or analysis; maintain accounting records for funds, programs, or activities involving multiple transactions; prepare financial statements, reconciliations, and statistical reports; resolve difficult and unusual problems; review reports from other agencies, research discrepancies and take action to ensure that they are reconciled with campus records; prepare monthly adjusting and year-end closing journal entries; interpret and explain university, government and funding agency regulations to students, faculty/staff, and outside parties; disburse funds after independently determining conformance to university or government regulations; and compose correspondence of a technical nature regarding financial matters.

DISTINGUISHING CHARACTERISTICS:

The Accounting Technician series is distinguished from other series such as clerical, payroll, general administrative support, and purchasing by a primary responsibility for providing technical support to functional units involved in receiving and disbursing university funds and recording financial transactions.

Work performed at the Accounting Technician I level is typically constant and well defined. Work assignments have well established guidelines and are outlined in specific terms. Assistance is provided handling transactions that are not clearly covered by established university policy.

The Accounting Technician II class is the journey level class in the series. Work at this level is more responsible and of greater diversity and complexity than the lower levels. Incumbents work independently and exercise initiative and judgment in making decisions consistent with standard practice and established guidelines.

The Accounting Technician III class is the advanced journey level in the series. Employees of this class must exercise considerable judgment, initiative, and independence to achieve results. Work assignments may involve subject matter requiring technical expertise. Incumbents usually have a variety of contacts, inside and outside the university.

MINIMUM QUALIFICATIONS:

Accounting Technician I

Knowledge and Abilities:

General knowledge of financial record-keeping methods, procedures, and practices; arithmetic; and general office procedures.

Familiarity with, or ability to learn, governmental financial record-keeping methods.

Ability to review financial documents for accuracy, completeness, validity, and adherence to standards; compute and post figures rapidly and accurately; maintain files and records; identify, trace and correct errors; follow directions; interpret and apply written rules and regulations; establish and maintain effective working relationships with others; exercise tact, courtesy, alertness, and good judgment in responding to others; operate standard office machines, calculator, adding machine, date stamp, typewriter and/or word processor; use personal computers and/or automated accounting systems; and read and write English at a level appropriate to the position.

Experience:

Equivalent to two years of general office, clerical, or financial record-keeping experience which has provided the above knowledge and abilities.

Education:

Successful completion of a CSU campus training program in financial record keeping may be substituted for the required experience listed above.

or

Any combination of education and experience which provides the required knowledge and abilities.

Accounting Technician II

Knowledge and Abilities:

thorough knowledge of financial record-keeping methods, procedures, and practices; arithmetic; and general office procedures.

General knowledge of governmental financial record-keeping methods.

In addition to those at the Accounting Technician I level, ability to apply accounting procedures and practices to the analysis of complex accounting problems; analyze and interpret accounting data; prepare clear, accurate financial statements and reports; utilize problem solving techniques in finding solutions to complex accounting problems; understand and apply applicable rules, regulations, policies, and procedures; work independently; and make sound decisions and recommendations regarding accounting activities.

Experience:

Equivalent to three years of progressively responsible financial record-keeping experience which has provided the above knowledge and abilities.

or

Any equivalent combination of education and experience which provides the required knowledge and abilities.

Accounting Technician III

Knowledge and Abilities:

Comprehensive knowledge of financial record-keeping methods, procedures, and practices; arithmetic; and general office procedures.

Thorough knowledge of governmental financial record-keeping methods.

In addition to those at the Accounting Technician II level, ability to interpret a wide variety of written rules and regulations; maintain accounting records for funds, programs, or activities involving multiple transactions; compile, verify, and reconcile financial data; prepare trial balances, financial statements, and reports; investigate and resolve errors and discrepancies; and read and interpret computer generated reports.

Experience:

Equivalent to four years of progressively responsible financial record-keeping experience which has provided the above knowledge and abilities.

or

Any equivalent combination of education and experience which provides the required knowledge and abilities.

Accounting Technician I

Work Week Group: IN
Premium O/T: Yes
Shift Differential: Yes
Employee Category: Non-Academic

Accounting Technician III

Work Week Group: IN
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic

Accounting Technician II

Work Week Group: IN
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic