

ACCOUNTING TECHNICIAN II

DEFINITION

Under direction, to perform complex financial record keeping and accounting work required in the maintenance of fiscal records; to provide lead assistance to personnel in one or more financial and/or record keeping functions; and to do related work as required.

EXAMPLES OF DUTIES

Monitor cash flow in accounts assigned; maintain general ledger and budgetary control accounts, or revolving fund accounts; balance General Fund ledger to county reports, interfacing frequently with county and state officials; provide lead assistance to employees engaged in clerical accounting work in more than one functional area; assist in development of complex accounting and financial State and County reports; audit financial records; maintain financial records and accounting control records; make journal entries; post to general ledger and subsidiary ledgers; prepare tax returns; correct tax computation errors and other discrepancies; prepare trial balance; close and balance accounts; make bank reconciliations; reconcile expenditure and income ledgers to the General Ledger; make intra-fund transfers; review budgetary and other fiscal documents for accuracy, completeness and conformity to rules, regulations and laws; compile data for budget preparation; prepare financial statements, reports and documents; prepare correspondence; may collect fees and prepare bank deposits.

QUALIFICATIONS

Knowledge of

Principles and practices of financial record keeping; principles of accounting and auditing; methods and terminology of financial record keeping; understanding of governmental accounting principles and procedures; correct English, grammar, spelling and punctuation; modern office methods, procedures, practices and office automation.

Ability to

Close and adjust accounts; compile budget data; prepare documentation for various reporting systems; independently do a variety of technical fiscal record keeping; apply rules and regulations to specific cases; analyze data and draw conclusions; provide lead assistance to financial record keeping personnel; develop operational procedures and related processes; understand and carry out oral and written instructions; establish and maintain cooperative working relationships.

Experience

Four years of experience in keeping or reviewing accounting or fiscal records which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade, supplemented by courses in accounting or finance.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 28, 1978

Revised: June 7, 1990

Revised: February 10, 1998, effective March 1, 1998

Revised: December 10, 2002, effective January 1, 2003

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