



Job Description

Job Title: Accounting Technician II

(Grade 13)

Department: Fiscal

Supervisor's Title: Accountant

1. General Purpose of the Job: Responsible for maintaining financial records using established bookkeeping practices, procedures, and precedents.
2. Minimum Level of Education/Experience Required: AA degree in accounting or business or at least 3 years experience in computerized financial reporting systems or equivalent combination of education and experience.
3. License or Certificate Required:

None
4. Primary Duties and Responsibilities:
 - A. Prepares routine financial statements and reports for assigned programs
 - B. Prepare & enter financial data for assigned programs
 - C. Analyzes expenditures and brings areas of note to attention of Accountant
 - D. Ensures that program requisitions are accurate & have supporting documentation
 - E. Balances the general ledger by preparing a trial balance and reconciling entries
 - F. Reconcile monthly bank statements
 - G. Prepare assigned reports for approval and submission to funding sources
 - H. Prepare assigned internal reports for review by Accountant such as copying, space, phone, etc
 - I. Act as backup for other fiscal activities such as payroll, reconciliations, etc.
 - J. Prepare checks for payment.
 - K. Assist external auditors with annual audit documentation
 - L. Miscellaneous duties as assigned

5. Physical Demands:

A. Approximate amount of on-the-job work time spent in the following activities:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle, or touch				X
Reach above shoulders		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell	X			
Use foot/feet to operate machinery	X			

B. Approximate amount of force to be exerted or weight lifted:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Up to 10 Pounds		X		
Up to 25 Pounds	X			
Up to 50 Pounds	X			
Up to 100 Pounds	X			
More than 100 Pounds	X			

Describe the specific job duties that require the physical demands selected above:

Filing, moving files from office to storage, reaching and bending for top and bottom file drawers, extensive data entry

6. Tools/Equipment Used:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Routine Office Equipment				X
Computer				X

7. Work Environment:

A. Approximate amount of exposure to the following environmental conditions:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Risk of electrical shock	X			
Vibration	X			
Work/job related travel	X			

B. Amount of noise typical for the work environment for this job: Moderate levels of noise, typical to office environment.

C. Describe the specific job duties that are affected by the environmental conditions selected above: None

8. Protective Clothing/Equipment Required:

Not applicable

9. Supervisory Responsibilities: None

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date

Job Description Last Reviewed: 1/30/19 By: RL