

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ACCOUNTING TECHNICIAN

JOB DESCRIPTION

Employees in this job participate in a variety of activities designed to provide accounting support services such as: implementing and revising accounting systems; maintaining and reconciling financial control records; reviewing and preparing budgets and financial statements and approving and disbursing funds. Work is performed through the application of a body of knowledge related to the methods, practices, procedures, policies, regulations, and laws of this specialized field.

There are four classifications in this job.

Position Code Title – Accounting Technician-E

Accounting Technician 7

This is the entry level. The employee works as a trainee receiving close supervision while learning the methods, practices, policies, procedures, laws, and regulations applicable to the work performed.

Accounting Technician 8

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of accounting technician work assignments.

Accounting Technician E9

This is the experienced level. The employee performs a full range of assignments using independent judgment in making decisions requiring the interpretation and application of guidelines to specific situations.

Position Code Title – Accounting Technician-A

Accounting Technician 10

This is the advanced level. The employee serves as either a lead worker responsible for overseeing the work activities of other Accounting Technicians or as a senior worker performing accounting technician assignments which are recognized as the most complex. Senior-level employees perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Develops guidelines to implement policies and procedures designed to improve controls, methodologies, and other changes to an accounting system.

Reviews budgets and prepares budget documents including budget projections.

Provides information on financial aspects of state programs to local government agencies, including monitoring revenues, expenditures, budgeting, and reporting requirements.

Reviews, analyzes, and authorizes journal vouchers to formal accounting records in accordance with accounting practices and procedures.

Maintains and reconciles control records of such financial transactions as revenues, expenditures, allotments, receipts, assets, encumbrances, and bank transactions.

Reviews and analyzes audit findings for accuracy.

Advises management on appropriate responses to audit findings and recommendations.

Approves and disburses funds for items determined to be reimbursable through interpretation of applicable procedures.

Pre-audits financial documents to evaluate record completeness and ensure proper controls in accordance with generally accepted accounting practices.

Processes applications for grants and reimbursement of funds by reviewing and verifying supporting documents.

Provides information to employees or the general public, by telephone or personal contact, regarding program specifics.

Performs related work as assigned.

Additional Job Duties

Accounting Technician 10 (Lead Worker)

Schedules and oversees the work assignments of other Accounting Technicians.

Provides technical assistance and training to program staff.

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Accounting Technician 10 (Senior Worker)

Handles the most complex financial documents and accounts of the work area and reports results of analyses.

Receives and completes special project assignments.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of bookkeeping and accounting procedures, practices, methods, techniques, and terminology.

Knowledge of governmental accounting practices.

Knowledge of automated accounting systems.

Knowledge of business management practices.

Knowledge of common techniques used in locating errors.

Knowledge of office equipment, materials, and supplies.

Knowledge of governmental budgeting procedures.

Ability to analyze financial records in ascertaining facts.

Ability to plan, organize, and handle office procedures in maintaining an even flow of work.

Ability to collect and organize accounting data.

Ability to make arithmetic computations.

Ability to assemble and compile pertinent data and prepare financial and statistical reports.

Ability to communicate effectively.

Ability to maintain favorable public relations.

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Additional Knowledge, Skills, and Abilities

Accounting Technician 10 (Lead Worker)

Ability to determine work priorities.

Ability to assign, coordinate, and evaluate the work of others.

Ability to assist others in solving work related problems.

Ability to train employees in their work.

Accounting Technician 10 (Senior Worker)

Ability to analyze the more complex financial documents and reports findings.

Working Conditions

None.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Accounting Technician 7

One year of experience involving posting to ledger accounts, reconciling accounts, executing adjustments, and preparing financial statements equivalent to an Accounting Assistant E7.

Accounting Technician 8

Two years of experience involving posting to ledger accounts, reconciling accounts, executing adjustments, and preparing financial statements, including one year equivalent to an Accounting Technician 7 or an Accounting Assistant 8.

Accounting Technician E9

Three years of experience involving posting to ledger accounts, reconciling accounts, executing adjustments, and preparing financial statements, including one year equivalent to an Accounting Technician 8, two years equivalent to an Accounting Technician 7, or one year equivalent to an Office Supervisor with a subclass code of BKPS.

Accounting Technician 10

Four years of experience involving posting to ledger accounts, reconciling accounts, executing adjustments, and preparing financial statements, including one year

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equivalent to an Accounting Technician 9 or two years equivalent to an Office Supervisor with a subclass code of BKPS.

Alternate Education and Experience

Accounting Technician 8

Possession of an associate's degree with at least 16 semester (24 term) credits in accounting courses may be substituted for one year of Accounting Technician 7 experience.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ACCOUNTCH

Job Code Description

Accounting Technician

Position Title

Accounting Technician-E
Accounting Technician-E
Accounting Technician-A
Accounting Technician-A

Position Code

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Pay Schedule

W41-007
NERE-044
W41-014
NERE-041

ECP Group 1
Revised 6/1/06
TeamLeaders