



ACCOUNTING TECHNICIAN 2

Job Code: 686BOE
Bargaining Unit: 02
Effective Date: 5/23/1977

Description of Work

General Statement of Duties

Performs intermediate accounting or bookkeeping work maintaining and auditing financial records and books of accounts; and performs related duties as required.

Supervision Received

Works under the general technical and administrative supervision of an accountant or a unit, division or department head.

Supervision Exercised

None

Typical Duties Performed

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

Posts entries and maintains general control or subsidiary book of accounts, including cash books, appropriation and disbursement ledgers and encumbrance records; makes trial balance as required.

Maintains and is responsible for inventory records; prepares or directs the preparation of requisitions for ordering supplies.

Audits and reconciles pay vouchers to control accounts.

Records and processes cash receipts, billings or disbursements; deposits cash receipts.

Maintains financial records; prepares financial statements.

Assists in the preparation of budget materials and preliminary budgets estimates.

Composes routine correspondence.

Compiles figures for financial reports; assists in the preparation of financial reports.

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Knowledge, Skills, and Abilities

Working knowledge of accounting principles and techniques.

Working knowledge of modern office practices and procedures.

Considerable knowledge of bookkeeping practices and procedures.

Working ability to operate modern office equipment.

Considerable ability to perform arithmetic computations.

Considerable ability to follow written or oral instruction.

MINIMUM QUALIFICATIONS

High school graduation and at least 30 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 Technician 1 or equivalent. Each additional year of qualifying experience may be substituted for five credit hours. Additional experience as an Accounting Clerk 2 is qualifying for the first fifteen credit hours.