



ACCOUNTING TECHNICIAN 3

Job Code: 353BOE
Bargaining Unit: 02
Effective Date: 05/23/1977

Description of Work

General Statement of Duties

Performs skilled accounting work maintaining and auditing financial records and books of account; 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

Exercises within a unit, division or department close technical supervision directly over clerical work and/or lower level technical accounting work as assigned.

Responsibilities

Compiles data and prepares accounting reports as directed.

Distributes charges to various accounts, computes overhead and prepares cost statements for specific operations.

Posts entries and maintains detailed manual ledgers, control books of account and journals.

Performs job cost studies breaking down components into various amounts and codes.

Prepares independently periodic financial reports including quarterly and annual reports.

Performs and is responsible for accounting activities including inventory control for specific funds or accounts.

ACCOUNTING TECHNICIAN III BOE

Responsibilities continued

Processes and records cash receipts, billing and disbursements. Composes routine correspondence.

Assists in compiling data and preparing budget materials; prepares simple budget estimates.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Knowledge, Skills and Abilities

Considerable knowledge of accounting principles and techniques.

Considerable knowledge of modern office equipment.

Thorough knowledge of bookkeeping practices and procedures.

Considerable skill in making arithmetic computations.

Considerable ability to operate working relationship with subordinates.

Minimum Qualifications

High school graduation and at least 50 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; a list of such substitute courses is maintained in the Personnel Office); and two years' experience as an Accounting Technician II or equivalent. (No substitution for education.)