

UPWARD MOBILITY PROGRAM

Annotated Guide

Target Title: **Account Technician I**

Position Title Code: 00115

Salary Grade: RC-014-07

Credential or Certificate: Certificate

Under general supervision, performs technical accounting work in maintaining established general account books by a fund or grant or a complex set of detailed or support books for a division or institution; supervises a small staff of two or three subprofessionals engaged in verifying and typing financial documents such as vouchers and invoices; verifies a variety of complex financial documents including vouchers, invoices, requisitions, and inventory lists which may require cross-reference with contractual agreements or other documents; posts financial information to journals, registers, and ledgers; closes detailed account books; prepares financial statements and reports for the division or institution; assists accountants in maintaining a complex accounting system and preparing difficult financial reports and statements such as might be involved in a decentralized or complex accounting subsystem for a prison industry or in an accounting system involving statewide departmental funds or grants; performs other duties as required or assigned.

External Auditing Area

Under general supervision, performs specialized examination and analysis of diversified entries on financial files, documents, and reports to verify accuracy and validity; initiates corrective action; prepares detailed report forms incorporating delinquencies, deficiencies or possible fraudulent intent; assists in selected aspects of the more difficult analytical processes; maintains good public relations; gives guidance to lower level staff.

Positions are located in most state agencies.

10/04 Content Revisions

6/08 Salary Revised