

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
**ACCOUNTING TECHNICIAN 3**

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**DEFINITION**

Performs advanced operating level technical work in the maintenance of accounts and financial records in an established system and/or leads two or more employees (state, federal, county, municipal and professional service organization), volunteers, residents or inmates in the performance of accounting duties; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Actively participates in the daily operations of an established agency accounting system including the audit of transactions, payroll, preparation, receipt and disbursement of funds, maintenance of appropriation budget and statistical accounts, preparation of periodic and regular reports, schedules, and comparative analysis.

Prepares all cost accounting data relating to state industries products including raw materials, inventory, and finished goods.

Prepares all periodical financial reports of state industries including inventories, profit and loss statements, balance sheets, depreciation schedules, accounts receivable and payable.

Applies established accounting concepts and techniques involved in maintaining, adjusting, and balancing a number of accounts within an established accounting system.

Assists an administrator in the preparation of operating budgets and prepares requests for the release of funds.

Reviews Right of Way project costs; compares expenditures, processes and use of funds to the federal highway administration eligibility guidelines and completes the necessary forms for documentation.

Assists in the development and maintenance of records and record systems for the Right of Way Federal Aid Reimbursement cost accounting and payment support systems.

Reviews federal project cost audits of state claims for federal aide; provides documentation or recommends methods required to uphold and record the final settling of the claim.

Interprets rules/regulations and provides technical assistance in the handling of unusual problems.

Assists a supervisor in assuring that work assignments are carried out; performs such duties as instructing employees about tasks, answering questions about procedures and policies, distributing and balancing the workload and accepting, modifying or rejecting work; may make occasional suggestions on appointments, promotions, and reassignments.

**COMPETENCIES REQUIRED**

Knowledge of the information available in various phases of the departmental accounting system, account relationships, and established techniques for compiling and verifying accounting data.

Knowledge of the debit and credit concepts as they apply to accounting principles and techniques.

Knowledge of auditing principles and procedures.

Knowledge of accepted accounting principles and procedures.

Knowledge of specific agency programs and the laws, regulations, and procedures established relative to accounting for special programs involving matching funds.

Ability to apply general accounting and auditing principles and procedures.

Ability to classify accounting transactions, maintain and reconcile accounts, close accounts and prepare reports and statements.

Ability to abstract data from established accounts and prepare complete and accurate accounting reports and financial statements.

Ability to apply and adapt established guidelines and methods to varied accounting transactions.

Ability to express thoughts and ideas clearly and concisely both orally and in writing.

Ability to plan, assign and oversee the work of others.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from high school or G.E.D equivalency and experience equal to five years of accounting work involving compilation, tabulation, examination, verification or recording of financial, statistical or related fiscal program data using elementary bookkeeping principles and practices;

OR

completion of a post-high school accounting curriculum from an accredited vocational, technical, business or community college, with at least twenty semester hours of accounting coursework;

OR

an equivalent combination of education and experience, substituting one year of clerical office work for each year of the required education;

OR

an equivalent combination of education and experience, substituting thirty semester hours of accredited post high school education in Business, Accounting or a closely related curriculum for each year of the required experience;

OR

employees with current continuous service in the state executive branch that includes experience equal to one year of full-time work as an Accounting Technician 2.

Effective Date: 4/02 JG