

Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Accounting Support Technician Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
00301/90301	Accounting Support Technician 1
00302/90302	Accounting Support Technician 2

Series Concept

Positions in this series perform technical support work focused on the processing and maintenance of financial and accounting transactions in accordance with established policies, procedures, and system controls. Work typically involves entering, verifying, reconciling, and maintaining accounting data within financial systems while ensuring transactions comply with applicable guidelines.

Work performed in this series commonly supports functions such as accounts payable, accounts receivable, payroll processing, purchasing transactions, cash receipting, financial record maintenance, and other routine accounting-related processing activities. Positions are generally responsible for carrying out accounting-related processes rather than determining accounting treatment. Work tasks follow established procedures and internal controls, and issues or discrepancies that require interpretation, policy determination, or resolution beyond established procedures are generally escalated to professional accounting staff or a supervisor.

Exclusions

The following are excluded from classification within this series:

1. Positions that include full supervisory functions.
2. Positions that perform professional-level work in auditing, budgeting, or accounting.
3. Positions that perform administrative support work without an accounting/auditing component.
4. Positions with cashiering tasks as primary responsibility (e.g., Canteen Clerk/Operator).

Class Distinctions

Accounting Support Technician 1

Positions in this class perform entry-level to intermediate technical accounting support work involving the processing and verification of financial transactions within established accounting systems and procedures.

Work is typically structured around clearly defined processes and may include reviewing documents for completeness, entering transactions into financial systems, reconciling routine discrepancies, and maintaining financial records. Employees apply knowledge of agency procedures and system requirements to ensure transactions are processed accurately and in compliance with established controls.

Problems encountered are generally resolved by applying established procedures or referring issues to higher-level staff. Positions at this level typically do not determine accounting treatment or resolve complex discrepancies requiring interpretation of accounting policy.

Accounting Support Technician Series

Work is performed under general supervision, with procedures and priorities typically established by higher-level staff.

Accounting Support Technician 2

Positions in this class perform advanced technical accounting support work involving the processing of more complex financial transactions and the resolution of non-routine discrepancies within established systems and procedures. Work requires the application of broader knowledge of financial processing requirements to ensure accuracy, consistency, and compliance with internal controls.

Employees independently review transaction information, determine appropriate processing actions based on established procedures, and reconcile financial records. Work may include reviewing transactions processed by others, resolving more complex discrepancies within established guidelines, and coordinating transaction workflows within a specific accounting function.

Positions may serve as a lead worker and/or technical resource for lower-level staff regarding procedures, system requirements, and transaction processing standards. Issues requiring interpretation of accounting principles, policy determination, or financial analysis are referred to professional accounting staff.

Work is performed with greater independence and may include responsibility for maintaining the integrity of transaction processing within an assigned functional area.

Effective date: 09/26 SA