

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

Accounting Technician Series

Classes in the Series

| <u>Class Code</u> | <u>Class Title</u> |
|-------------------|-------------------------|
| 00290/90290 | Accounting Technician 1 |
| 00292/90292 | Accounting Technician 2 |
| 00294/90294 | Accounting Technician 3 |

Series Concept

This series covers those positions that perform technical audit functions or quasi-professional accounting work.

Exclusions

Positions at the professional level in either the auditing, budgeting or accounting areas. These positions should be allocated to the Budget Analyst or Accountant classes.

Positions functioning at the clerical level where incumbents are not expected to know or understand the accounting principles involved.

Class Distinctions

Accounting Technician 1

Employees perform quasi-professional recordkeeping and accounting functions for a small to moderate size administrative unit. They perform the technical maintenance of ledgers and accounts; prepare projections and technical reports; establish and close out accounts; prepare spreadsheets; and may audit contracts and/or agreements. The duties and responsibilities usually do not reflect a common pattern from location to location. The work does require technical subject matter knowledge related to specific agency programs and funding requirements. The programs are usually subject to infrequent change. Work is performed in accordance with established procedures, guidelines and policies with a higher-level technical or administrative supervisor readily available.

Accounting Technician 2

Employees at this level perform advanced operating level work in the maintenance of accounts and financial records. The work requires a knowledge of the account structure and types of transactions occurring within an agency-wide accounting system or a major segment thereof. The size of the account structure, diversity of control accounts and complexity or statements and reports required are more extensive than at the first level. Continuing assignments are performed without specific instruction and a technical or administrative supervisor is available, but may not always be close at hand.

Accounting Technician 3

At this level employees are required to perform advanced technical and/or lead work functions in the maintenance of accounts and accounting records for an established accounting system. The work requires: a detailed knowledge of the existing accounting system; a thorough understanding of the agency and state accounting policies, procedures and requirements; and the ability to apply established

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accounting techniques. Assignments usually include review and control responsibility for the maintenance of the accounting records for an entire agency or a significant part or program thereof

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