

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

ACCOUNTING TECHNICIAN 1

DEFINITION

Under general supervision, performs operating level technical accounting work maintaining accounts and financial records in an established accounting system; 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

Verifies the accuracy and completeness of accounting data; determines the general ledger accounts, journals, and subsidiary accounts affected and accounting entries to be made.

Posts entries to accounts or prepares the required forms to enter data into automated system; totals entries at specified intervals and takes balance.

Reviews records and source documents to identify the source of discrepancies and to determine corrective entries.

Summarizes accounts and transfers balances to established accounts; prepares work sheets or reports reflecting the account status.

Establishes and maintains necessary budget, fiscal, and accounting records relating to the receipt and disbursement of state funds and federal matching funds.

Reconciles monthly with the Department of Revenue balances of all funds and gives assistance to state and federal auditors.

Prepares and issues reports to reflect the financial condition of the various funds including trial balance and financial statements.

Reviews reimbursement claims originated by the state or political sub-division and determines eligibility for matching funds.

Recommends the allocation of federal matching funds based on need and established guidelines.

COMPETENCIES REQUIRED

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

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

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 statement.

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

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to "catch on" or understand instructions and underlying principles.

Ability to reason and make judgments.

Ability to comprehend language and to understand the meaning of words, as well as to use them effectively.

Ability to understand the relationships between words and to understand the meanings of whole sentences and paragraphs.

Ability to perform arithmetic operations quickly and accurately.

Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed.

Ability to make movement response accurately and quickly.

Ability to move the fingers and manipulate small objects with the fingers, rapidly and accurately.

Ability to move the hands easily and skillfully.

Ability to work the hands in placing and turning motions.

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 three years of clerical accounting experience which involved the compilation, tabulation, examination, verification or recording of financial, statistical or related fiscal program using elementary bookkeeping principles and practices;

OR

the successful completion of a post-high school vocational/technical, business college, or area community college curriculum in accounting which included concentrated course work equivalent to twenty semester hours (or more) in accounting;

OR

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

OR

substituting the successful completion of thirty semester hours or the academic equivalent in a post high school Business, Accounting or closely related curriculum for each year of the required experience;

OR

any equivalent combination of qualifying education or experience;

OR

one year of experience as an Accounting Clerk 2 in the classified service will be considered as qualifying experience.