

Classification Title: Senior Accounting Technician

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Oversees general accounting functions such as collections and revenues, purchasing or claims investigation or processing. Researches, prepares and reconciles accounts. Prepares journal entries, cash reports and related detailed information concerning financial, budgetary and related fiscal matters. May supervise staff or function as lead worker.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Enters transactions or posts data into automated systems, prepares journal entries and balances transactions. Reconciles all payments and deposits from varied sources.
2	S	Researches and compiles information on a variety of financial transactions which could include real estate, taxable property, grant disbursements and regular fund reimbursements.
3	S	Develops regular reporting tools on items such as transactions, collections, delinquent accounts, accounts payable and receivable, fund transfers, purchases and related financial activities.
4	S	Coordinates with staff to assess current and future budgetary needs and special requests. Reconciles current and year-end transactions.

CLASSIFICATION REQUIREMENTS:

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Education	Associate’s degree in Accounting, Business Administration or related field.
Experience	Three years of experience in clerical-accounting or purchasing activities.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None.

Reading	Intermediate
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CLASSIFICATION REQUIREMENTS	
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculators, copier, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.