

**GENERAL DESCRIPTION**

The ACCOUNTING TECHNICIAN 1 calculates, records and maintains routine accounting information.

**DISTINGUISHING FEATURES**

This is the first of a three level technical support series. Work requires a knowledge of accounting procedures, and is typically document oriented; tasks are clear-cut and directly related. Work that processes single-transaction documents, rather than moving multiple transactions through a series of steps to maintain accounting records, distinguish this class from the next higher level.

Work requiring an understanding and application of accounting practices distinguish this class from general clerical classes (positions that use business arithmetic to do their work). Also see the Allocation Guide for a discussion of the distinctions between Accounting Technician and Accountant positions, and characteristics that affect complexity.

**CHARACTERISTIC DUTIES**

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

**1. Financial Transactions**

Compiles and sorts documents such as invoices or checks substantiating business transactions. Checks fiscal source documents to determine completeness, accuracy, and proper authorizations. Maintains essential records and files.

Receives funds, records amounts received and prepares records of transactions, records data and balances accounts; prepares bank deposits.

**2. Accounting Records**

Sorts documents by classification code for recording. Records individual expenditure and encumbrance items. Enters or records accounting transactions (e.g., disbursement vouchers, interfund or interagency transfers, and customer statements) into accounting system. Verifies, allocates and records details of business transactions to subsidiary accounts in journals or computer files.

Communicates with agency staff and vendors to gather information about billings, accounts, etc. to identify if there is an error or problem.

**3. Reporting**

Following instructions or standard formats, compiles and collects data from standard sources for inclusion in budget requests, financial reports or special requests for information. Tabulates data for presentation in miscellaneous budget reports.

Gathers, reviews and enters payroll data such as hours worked, cost center, overtime, etc. from timesheet or other record. Communicates with employees to get missing or to clarify information.

**RELATIONSHIP WITH OTHERS**

The Accounting Technician 1 has regular telephone or in person contact with employees of other units, other agencies or vendors to exchange factual information. The Accounting Technician 1 has occasional telephone contact with individuals external to the agency to clarify information or explain a procedure.

**SUPERVISION RECEIVED**

The Accounting Technician 1 works under close supervision. New or unusual tasks are assigned by a supervisor or higher level accounting employee with specific verbal or written instructions and checked upon completion for accuracy. Established procedures govern routine assignments which may be spot checked upon completion and are subject to review by others during subsequent accounting processes.

The State's accounting manual, payroll manual, agency accounting practices and procedures , and accounting system operation also guide the work.

**KNOWLEDGE AND SKILLS (KS)**

Basic knowledge of bookkeeping principles, methods, and procedures.  
Basic knowledge of office procedures, equipment, and machines.

Skill calculating percentages, ratios, discounts, etc.  
Skill recording, processing, or compiling accounting or monetary information.  
Skill using a calculator or a 10-key adding machine.  
Skill following verbal or written instructions.  
Skill using established procedures and guidelines to complete work assignments.  
Skill communicating, either verbally or in writing, to gather or exchange information.  
Skill operating a computer terminal or microcomputer to enter, update, or retrieve information.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties done by positions in this class may require different KS's. There is no attempt to describe every KS required for **all** positions in this class. Any additional KS requirements will be on the recruiting announcement.

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Revised

STATE OF OREGON  
Dept. of Administrative Services  
Human Resource Services Division