



**Classification:** Accounting Technician

**Title Code:** V00374

**Pay Range:** 15

**POSITION SUMMARY:** This is a specialized position where the employee prepares and examines monthly expense reports, purchase orders, invoices, and supporting documentation for accuracy and compliance with state regulations. The employee ensures that proper fund, appropriation, and object codes are assigned. The employee uses SAM II on-line financial system to enter documents and conduct research for purchasing, payment, and budget information. Work is performed independently within the framework of rules and procedures; however, deviations from established procedures are normally cleared with a supervisor. The employee functions under general supervision.

**DESCRIPTION OF DUTIES PERFORMED** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Prepares, analyzes, and examines all invoices and monthly expense reports for accuracy and compliance with state regulations, and assignment of proper fund, appropriation, and object codes; communicates with personnel in troops, divisions, and vendors in order to clarify and correct any discrepancies in the payment of invoices.

Creates and enters purchase order information and receivers in SAM II; monitors balances of appropriations at end of fiscal year in order to achieve efficient fund expenditures.

Enters and updates information into the accounting system within assigned component (keeps records of expenditures, receipts, purchases, allotments and price increases).

Assists in setting up new vendor accounts in SAM II Financial.

Responds and provides technical guidance and information to various personnel and outside agencies reference purchase orders, price agreements, payment documents, state regulations and procedures, expense issues, etc. (e.g. answers questions, investigates and rectifies problems, clarifies incomplete or unclear information, etc.).

Creates, revises, and updates financial reports reflecting expenditures, receipts, obligations, and state financial participation.

Creates, revises, and updates revenue transmittals for funds.

Provides general guidance and/or supervision to clerical staff in the preparation and maintenance of financial data and related documents.

Maintains, verifies, and updates manual ledgers and records; sorts, transports, files, and purges records and documents in accordance to components' retention schedule.

Maintains master file of all pending and closed purchase orders.

Corresponds and coordinates with the Budget and Procurement Division to ensure the accuracy of accounting records.

Submits accounts payable and accounts receivable documentation to the Budget and Procurement Division for review and final processing in the accounting system.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of modern office practices, procedures, and equipment.

Thorough knowledge of business English, punctuation, and spelling.

Knowledge of accounting principles and practices.

Working knowledge of Patrol policies and procedures governing expense reimbursement, expenditure of state funds, agency fiscal procedures, and fiscal records maintenance.

Ability to prepare and interpret financial reports and statements in accordance with established accounting methods.

Ability to apply general bookkeeping principles in the recording of appropriations, encumbrances, and expenditures.

Ability to make accurate computer entries in SAM II Financial.

Ability to make mathematical computations and process financial transactions with speed and accuracy.

Ability to maintain detailed financial records and complex clerical files.

Ability to verify documents produced and received, and take proper steps to reconcile errors.

Ability to produce a volume of work and meet predetermined deadlines.

Ability to organize and prioritize work effectively.

Ability to provide guidance and/or supervision to staff.

Ability to alphabetize, transport, file and purge documents and records.

Ability to operate basic office equipment (e.g., copier, personal computer, fax machine, telephone, printer, shredder, etc.).

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possession of a high school diploma or equivalent AND two or more years of experience as an Accounting Clerk OR at least two years of business or governmental accounting experience (at or above the level of Accounting Clerk) including the processing of financial data, or related experience.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.