

**Alaska Court System
Class Specification**

ACCOUNTING TECHNICIAN II

Range: 16

EEO4: 06

SOC: 43-1011

Class Code: C3605

Definition:

Under general direction, the Accounting Technician II performs technical and specialized examination, verification, maintenance, reconciliation, and reporting of accounts and accounting data. Incumbents perform technical audit functions, fiscal monitoring, grants reporting, and supervision of accounting clerical staff.

Distinguishing Characteristics:

Accounting Technician II is the advanced level of the accounting class series. The Accounting Technician II is distinguished from the Accounting Technician I by: the knowledge required to perform a variety of complex accounting processes, supervisory duties, and by the requirement to evaluate, analyze, and interpret account systems.

The Accounting Technician II performs paraprofessional and technical work requiring knowledge and application of program requirements, accounting functions, and state and federal rules and regulations. The work requires the incumbent to perform state and federal final reconciliations, audit for compliance with program requirements and regulations, maintain and reconcile individual accounts, and set up financial structures for grants. The Accounting Technician II will train and supervise accounting clerical staff.

Supervision Received: The Accounting Technician II works under the general direction of the Accounting Analyst.

Supervision Exercised: The Accounting Technician II will train and supervise accounting clerical staff.

Complexity of Tasks: The Accounting Technician II performs technical and specialized work requiring extensive knowledge of grant programs, accounting functions, and the Alaska Court System accounting and file systems.

Independent Judgment: Duties require a high degree of independent judgment in dealing with various court personnel, the public, and other governmental agencies.

Examples of Duties:

Establish and monitor internal controls of the accounting systems. This includes documenting transaction testing and outcomes.

Serve as the technical lead on the implementation and maintenance of the accounting systems.

Evaluate the interrelationship between various accounting systems' applications and computer file systems.

Serve as the lead trainer for court system personnel on accounting programs.

Exercise supervisory responsibilities over senior accounting clerks.

Hire, train, and evaluate senior accounting clerks. Participate in the interview process, plan, assign, train, and review the work of accounting clerical staff.

Monitor the progress of new senior accounting clerks by evaluating the quality and quantity of their work.

Assist subordinate staff in calculating prorated charges.

Monitor, review, and audit accounting data for compliance with contracts, grants, and restricted funds.

Review contracts and grant language for compliance with contract and grant provisions.

Disburse and receipt grant funds in accordance with state and federal grant guidelines.

Prepare monthly grant expense report including detailed information on expenditures and case information for grant managers.

Respond to questions regarding proper account code usage.

Assist in the preparation of the court system's year-end financial reporting requirements.

Assist in maintaining the court system's chart of accounts. Create new appropriation structures, collocation codes, and ledger codes. Establish relationships which link codes and structures based on funding sources.

Act as the security contact for the court system in conjunction with the Division of Finance in providing court system employees with security access utilizing the state's payroll and accounting systems.

Develop and maintain accounting policies and procedures.

Assist in the preparation of the year-end financial reporting requirements.

Create new appropriation structures, collocation codes, and ledger codes.

Assist in the development and maintenance of the accounting policies and procedures manual.

Perform other duties as assigned.

Knowledge, Skills, Abilities:

An Accounting Technician II requires knowledge of:

- Federal grant management guidelines.
- Alaska Statutes and regulations.
- Bookkeeping practices and accounting procedures, practices, methods, techniques, and terminology.
- Techniques and methods used in reconciliation of accounts and auditing.
- Standard and specialized office equipment and software applications.
- Alaska Court System accounting and recordkeeping systems.

An Accounting Technician II requires skill in order to:

- Collect and organize accounting data, interpret its significance, and prepare accurate reports.
- Identify discrepancies or inaccuracies in data and make corrections.
- Hire, train, direct, and evaluate the work of subordinates.

An Accounting Technician II requires the ability to:

- Comprehend written material and interpret and apply rules and instructions.
- Establish and maintain cooperative working relationships.
- Communicate clearly, concisely, and effectively with court system personnel and outside agencies.

Minimum Qualifications:

A high school diploma or General Educational Development (GED) certificate AND two years of technical accounting work experience AND the ability to type at least 40 words per minute (net).

The required technical accounting work experience is met by service as a Senior Accounting Clerk with the Alaska Court System, or equivalent experience with another employer.

OR

A high school diploma or General Educational Development (GED) certificate AND certification as an Accounting Technician from an accredited college AND one year of technical accounting work experience AND the ability to type at least 40 words per minute (net).

The required technical accounting work experience is met by service as a Senior Accounting Clerk with the Alaska Court System, or equivalent experience with another employer.

OR

An associate's degree in accounting, business administration, or a closely related field AND the ability to type at least 40 words per minute (net).

05/05 – Original

10/07 – Revised, WPA

02/14 – Remove MQQ's

08/14 – Revised MQ's

04/15 – Revised title, duties, class code, MQ's