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<b>Functional Title:</b>	Accounting Technician	<b>Job Code:</b>	0002-CS470
<b>Classification Series:</b>	Accounting/Bookkeeping	<b>Band/Zone:</b>	G1
<b>Department:</b>	Accounting, Accounts Payable, Bursar & Purchasing	<b>FLSA:</b>	Non exempt
<b>Date:</b>	December 2008		

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**General Function:**

Performs a variety of moderately complex administrative tasks requiring some independent judgment related to ensuring the successful completion of the daily operations of Accounting, Accounts Payable, Bursar or Purchasing.

**Characteristic Duties and Responsibilities – Essential Functions:**

- 1) Maintains complete, accurate, and up-to-date files and computer databases on student, university department and vendor accounts.
- 2) Serves as informational resource for students, university departments, and vendors; investigates and resolves problems and difficulties regarding accounting, accounts payable, bursar and purchasing. Interprets policies and procedures.
- 3) Assist in various routine and non-routine activities regarding accounting, accounts payable, bursar and purchasing.
- 4) Performs a variety of intermediate to complex administrative tasks which may include review and monitor agency fund accounts for compliance with financial policies and procedures; process travel expense reports, various purchase documents, payments, budget reports and debit requisitions.
- 5) Monitors and reviews projects; ensures all necessary changes are made. Gathers and analyzes statistical information regarding accounting, accounts payable, bursar or purchasing's programs and activities; produces reports.
- 6) Performs a variety of administrative tasks including generating statements of account, answering phones, typing, coordinating bulk mailings, ordering supplies and copying.

**Reporting Relationships:**

Direction Received: Reports to head of administrative unit (i.e. Director, Administrative Manager, Administrative Assistant, Administrative Associate, etc.).

Direction Given: May provide functional guidance to a group of student employees on an on-going basis.

**Minimum Requirements:**

Requires twelve months of coursework or training beyond high school and two years of related experience, or an equivalent combination of education and experience.

**Knowledge, Skills, Abilities, and Worker Characteristics:**

Knowledge of unit's operations, policies, and procedures; knowledge of computers and office applications; knowledge of accounting/bookkeeping procedures; business math skills, oral and written communication skills; ability to work with people with diverse backgrounds. May require supervisory, clerical and/or research skills.

**Working Conditions:**

Periodic assignments given which entail dealing with modestly unpleasant physical conditions.

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The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular positions. Employees may be requested to perform job-related tasks other than those specifically presented in this description. For jobs occupied by more than one employee, the identification of non-essential functions shall be determined from the individual's position description.