
Functional Title:	Accounting Technician, Senior	Job Code:	0002-CS505
Classification Series:	Accounting/Bookkeeping	Band/Zone:	G2
Department:	Accounting, Accounts Payable, Bursar & Purchasing	FLSA:	Non exempt
Date:	December 2008		

General Function:

Performs a variety of complex to advanced administrative tasks involving some discretion and requiring moderate amounts of independent judgment related to the oversight of the daily operations of Accounting, Accounts Payable, Bursar or Purchasing.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Monitors and reviews operations of Accounting, Accounts Payable, Bursar or Purchasing; ensures smooth work flow; ensures work product meets professional standards.
- 2) Serves as informational resource to students, university departments, and vendors; investigates and resolves problems or difficulties related to Accounting, Accounts Payable, Bursar or Purchasing. Interprets policies and procedures.
- 3) Performs a variety of complex to advanced administrative tasks which may include, monitor and review financial transactions, reconcile and audit accounts, perform various financial and budgetary tasks.
- 4) Oversees staff; assists in the enforcement of policies and procedures; establishes schedules and reviews performance.
- 5) Gathers and analyzes statistical information regarding department's programs and activities; produces reports.
- 6) Exercises judgment in providing guidelines; advise staff regarding accounting, accounts payable, bursar or purchasing objectives.

Reporting Relationships:

Direction Received: Reports to upper level administrator (i.e. Director, Assistant Director, Dean, Assistant Dean, Department Chair, etc.).

Direction Given: Direct administrative supervision of student employees. May provide functional supervision of classified staff.

Minimum Requirements:

Requires eighteen months of coursework or training beyond high school in and three 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 computer 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:

Generally typical office environment. May require considerable walking, standing, or bending. May have periodic assignments which entail dealing with modestly unpleasant conditions.
