

**Alaska Court System
Class Specification**

ACCOUNTING TECHNICIAN 1

Range: 14

EEO4: 06

SOC: 43-1011

Class Code: C3604

Definition:

Under general direction, the Accounting Technician 1 performs technical and specialized examination, verification, maintenance, reconciliation, and reporting of accounts and accounting data. Incumbents perform technical audit functions, fiscal monitoring, and grants reporting.

Distinguishing Characteristics:

Accounting Technician 1 is the entry level of the accounting class series. Incumbents perform a variety of paraprofessional and technical work to support the accounting functions of the Alaska Court System. Assignments are performed in accordance with and through interpretation of standard practices, policies, rules, and regulations with infrequent supervisory review.

The position in this job class series is flexibly-staffed. Progression to a higher level may occur when the incumbent: 1) successfully completes a specific training plan; 2) meets all other specified terms of the flexible staffing agreement; 3) meets the minimum qualifications of the higher level; 4) is certified by the supervisor as capable to perform at the higher level; and 5) is approved by the Human Resources Department.

Accounting Technician 1 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 reconciliation, audit for compliance with program requirements and regulations, maintain and reconcile individual accounts, and set up financial structures for grants. An Accounting Technician 1 may assist in the training and supervision of accounting clerical staff.

Supervision Received: An Accounting Technician 1 works under the general direction of the Accounting Analyst.

Supervision Exercised: An Accounting Technician 1 may assist with the training and supervision of accounting clerical staff as needed.

Complexity of Tasks: An Accounting Technician 1 performs technical and specialized work requiring extensive knowledge of grant programs and accounting functions.

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:

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.

May exercise supervisory responsibility over senior accounting clerks.

Participate in the interview process, plan, assign, train, and review 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.

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 1 requires substantial 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.

An Accounting Technician 1 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 1 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 one year of entry level technical accounting work experience AND the ability to keyboard 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 the ability to keyboard at least 40 words per minute (net).

OR

A high school diploma or General Educational Development (GED) certificate AND 36 credit hours from an accredited college, of which at least 6 credit hours must be in the field of accounting AND the ability to keyboard 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

03/23 – Revised