

## UPWARD MOBILITY PROGRAM

### Annotated Guide

Target Title: **Account Technician I**

Position Title Code: 00115

Salary Grade: RC-014-07

Credential or Certificate: Certificate

Under general supervision, performs technical accounting work in maintaining established general account books by a fund or grant or a complex set of detailed or support books for a division or institution; supervises a small staff of two or three subprofessionals engaged in verifying and typing financial documents such as vouchers and invoices; verifies a variety of complex financial documents including vouchers, invoices, requisitions, and inventory lists which may require cross-reference with contractual agreements or other documents; posts financial information to journals, registers, and ledgers; closes detailed account books; prepares financial statements and reports for the division or institution; assists accountants in maintaining a complex accounting system and preparing difficult financial reports and statements such as might be involved in a decentralized or complex accounting subsystem for a prison industry or in an accounting system involving statewide departmental funds or grants; performs other duties as required or assigned.

#### External Auditing Area

Under general supervision, performs specialized examination and analysis of diversified entries on financial files, documents, and reports to verify accuracy and validity; initiates corrective action; prepares detailed report forms incorporating delinquencies, deficiencies or possible fraudulent intent; assists in selected aspects of the more difficult analytical processes; maintains good public relations; gives guidance to lower level staff.

Positions are located in most state agencies.

10/04 Content Revisions

6/08 Salary Revised