

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ACCOUNTING TECHNICIAN I **GRADE:** 10

TITLE ABBREVIATION: ACCTNG TECH I **TITLE NO.:** 6102

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** TE **FLSA CODE:** NE

DEPARTMENT: FINANCE **DIVISION:** _____

SUPERVISOR'S TITLE: SENIOR ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for maintenance of special accounting systems, accounts and funds utilizing the accrual system in compliance with New York State's Uniform System of Accounts for counties. Work is performed under the general supervision of the Senior Accountant with leeway for independent judgement in routine matters. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Prepares journal entries for State and Federal receivables;
2. Prepares and enters journal entries into County financial system;
3. Conducts research in financial system for various departments;
4. Updates financial ledgers on a monthly basis;
5. Matches and adjusts State and Federal payments with outstanding claims;
6. Proves city school documents to the financial system on a monthly basis;
7. Handles returned checks deposited into Commissioner of Finance bank accounts;
8. Proves departmental receivables for particular departments;
9. Records daily banking transactions into financial system;
10. Assists with the preparation of the New York State annual report;
11. Maintains county-wide fixed assets system.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of word processing and spreadsheet programs; good knowledge of accounting principles, practices and techniques as they relate to government fiscal operations; good knowledge of departmental budgeting and adherence to same; working knowledge of federal, state and county laws and regulations relating to the keeping of accounting records; working knowledge of office terminology, procedures and equipment; ability to use and create spreadsheet and word processing programs; ability to maintain and audit accrual system accounts; ability to prepare reports as required; ability to exercise sound judgement and perform with a high degree of accuracy; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with an Associate's Degree in Accounting, Business Administration, or related field including or supplemented by 18 semester credit hours in accounting and one (1) year of paid experience in auditing double entry books of a business, including the general ledger; or maintaining governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of paid experience as described in (A) above.

NOTE: One (1) year of experience is required and additional training beyond Associate's Degree level cannot be substituted for this experience.

08/05/05