

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Accounting Technician II GRADE: C06 DATE: 8/5/20
SERIES: Corporate Accounting and Finance CODE: 1213 EEO: Technician FLSA: Non-Exempt

Class Definition:

Under direction and within the Department of Finance, performs a full range of Commission-wide bookkeeping and accounting support work in one or more specific accounting functions of the Corporate Accounting Division such as, but not limited to, accounts payable or treasury operations; performs inter-related assignments across a range of work (predominantly process-oriented) in the assigned function(s). Collects, compiles, prepares, processes and reports data or transactions; monitors and reconciles assigned tasks to include independent preparation of journal entries; conducts research; and performs other types of financial/accounts maintenance and processing. Some work is confidential or sensitive. Work has important impact on the accuracy, timeliness, reliability and procedural compliance of a range of accounting work products of the Corporate Accounting Division. Applies knowledge of the complete system of bookkeeping and accounting support principles and procedures applicable to the domain(s) of assignment, with emphasis on key principles applying to processes and transactions, knowledge of the Corporate Accounting Division policies, procedures and practices, and knowledge of the business of the organization altogether to help ensure one's own work products and services are effective. Independently performs various types of operations and solves conventional problems. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties, as assigned.

Assignments are made in terms of ongoing functional responsibilities, requirements of specific assignments and anticipated problems. The incumbent independently plans and carries out the work in conformance with established policies and procedures and accepted office support practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guideline(s), keeps the supervisor informed and brings uncommon problems to the supervisor's attention for guidance or resolution. The work is expected to be accurate, timely and consistent with guidelines – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and other factors. Work is subject to review by management and internal and external auditors.

Examples of Important Duties:

1. Accounts Payable. Performs a full range of accounts payable support work including, but not limited to:
 - Reviews, processes and calculates a variety of invoices, purchase orders, fees and related information, which may include entering information into a financial system, processing transactions and changes, initiating stop payment actions, filing and related work.
 - Processes refunds, reimbursements and payments to vendors. Processes electronic payments.
 - Edits cash requirements report or performs the check run cycle. Scans documents such as invoices or journal entries.
 - Enters data into spreadsheets. Performs spreadsheet functions such as sorting and totaling. Compiles data to assist accounting staff with information for letters, memos, and reports.

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- Researches and verifies a variety of information to include detection and resolution of discrepancies; prepares invoice redistribution entries.
2. Treasury Operations. Performs a full range of treasury operations support work including, but not limited to:
- Processes facility cash reports and other remittances including Treasury deposits, employee expense checks, accounts receivable and other miscellaneous receipts. Posts journal entries for variances and reversals as needed.
 - Researches and resolves any questions or problems relating to cash reports and make corrections as needed. Ensures incoming checks are deposited in accordance with Commission practices as directed.
 - Responds to operational personnel and vendor inquiries, and monitors and responds to emails. Provides check images as requested.
 - Assists with stop payments, non-recurring wires and check requests, as needed.
3. General.
- Ensures compliance (of one's own work) with well-established bookkeeping and accounting support principles and procedures as well as the Corporate Accounting Division policies, procedures and practices applicable to the assignment(s).
 - Responds to inquiries and requests for assistance from co-workers and internal or external customers, and resolves problems in assigned area(s).
 - Maintains an accurate filing system for records including check copies, cash receipts, contracts, journal entries and vouchers, and surety bonds. Prepares records to be sent to archives in compliance with record retention policies. Maintains archive lists for check copies, cash receipts, contracts, journal entries, check registers and others. Requests material from archives.
 - Researches returned checks in the mail. Sorts and delivers mail for the units of the Accounting Division. Receives, opens, and screens mail. Responds to non-technical mail requests where desired action is clear.
 - Distributes deposit slips as requested.
 - Processes, distributes and mails weekly Accounts Payable checks once reviewed for accuracy and sufficient supporting documentation.
 - As assigned, provides guidance to less experienced accounting technicians.

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- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning and scheduling (Outlook), communicating, data entry/word processing, manipulating data, making and documenting accounting transactions, reporting time and attendance, requisitioning, researching and performing other functions.

Important Worker Characteristics:

A. Knowledge of, and skill in using:

- (1) A complete system of bookkeeping and accounting support principles and procedures applicable to the domain(s) of assignment, with emphasis on key principles applying to processes and transactions, such as accounts payable or cash and treasury operations support, alone or in combination, consistent with the specific duties and responsibilities of the position of assignment.
- (2) Corporate Accounting Division policies, procedures and practices pertinent to the area(s) of assignment*.
- (3) Commission organization, policies and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- #### B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include collecting, compiling, preparing, processing and reporting financial data or transactions; maintaining databases; reconciling accounting discrepancies; and preparing journal entries.
- #### C. Skill in communication to understand verbal and written information and to express such information so that others will understand. Examples include exchanging routine and non-routine information about accounting transactions with co-workers and internal or external customers.
- #### D. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team.
- #### E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

1. High school diploma or a Certificate of General Educational Development (GED).
2. Three (3) years of progressively responsible bookkeeping and accounting support experience that includes work in the range of duties and responsibilities in this class specification.
3. An equivalent combination of education and experience may be substituted, which together total 3 years.

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Working Conditions:

Works in an office setting. Work is primarily sedentary and requires light physical effort; may require greater physical effort on an incidental basis. May be subject to various job demands such as high volume of work and tight deadlines.