

The Maryland-National Capital Park and Planning Commission

TITLE: Accounting Technician I
SERIES: Accounting and Finance

GRADE: C05 **CODE:** 2160
DATE: 1/13/88
REV: 10/1/93

Class Definition

Under close supervision, performs Commission-wide accounting support work, involving limited responsibility, complexity, and variety. Maintains routine financial records (e.g., accounts payable, payroll, fixed assets, etc.). Performs routine accounting support tasks to edit incoming documents, prepare accounting data for computer processing and check processed data. Performs other related duties as assigned.

Examples of Important Duties

- 1). Maintains routine accounting files and records. Maintains routine financial and accounting registers for entire Commission (e.g., fixed assets, vehicles, contracts). Key in information from cash reports using computer terminal. Review computer printout to identify inaccurate or missing data. Checks purchasing records and calls Commission units to obtain accurate and complete data. Makes corrections to registers.
- 2). Pays vendor invoices. Performs routine accounts payable work (e.g., utility bills, newspaper advertisements). Receives bills. Calls Commission units if needed to obtain proper account number. Sorts utility bills by account number. Checks billing accuracy (e.g., proper month, no duplicates). Uses marker to highlight key data.
- 3). Records data in log book by batch number. Adds batch totals. Sends bills to Data Processing Unit for data entry or keys in data using computer terminal. Checks accuracy of computer printouts. Makes corrections to printouts. Drafts voucher for payment. Reconciles monthly statements.
- 4). Performs routine billings for monies due to the Commission (e.g., commuting charges for take-home cars, damages to Commission property, permit review fees). Maintains various types of financial records. Prepares and sends invoices. Receives and records other payments. Processes checks for deposit into Commission accounts.
- 5). Responds to routine inquiries from Commission units, employees, vendors, contractors and general public regarding status of invoices, payments and financial or accounting information.
- 6). Implements and maintains alpha-numeric filing systems. Searches files to answer questions or assemble data.
- 7). Provides support in preparation of Commission payroll.

