

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Accounting Technician I GRADE: C05 DATE: 8/5/20
SERIES: Corporate Accounting and Finance CODE: 1212 EEO: Technician FLSA: Non-Exempt

Class Definition:

Under direction and within the Department of Finance, performs entry level 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 process-oriented accounting support and general clerical/ administrative office support assignments. Some work is confidential or sensitive. The work contributes to the accuracy, adequacy, timeliness and other facets of bookkeeping and accounting support of the Corporate Accounting Division. Applies knowledge of bookkeeping and accounting support procedures and practices applicable to the domain(s) of assignment, with emphasis on recurring procedures. Uses standard office support information and equipment to perform a range of bookkeeping-accounting and general office support assignments. Follows procedures and applies standard solutions to a range of common or recurring problems. Interacts with people inside and outside the work unit to exchange routine information. Performs other duties, as assigned.

Assignments are made in terms of ongoing functional responsibilities and requirements of specific assignments. 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 entry level accounts payable support work including, but not limited to:
 - Processes refunds, reimbursements and payments to one-time vendors. Assists with processing a variety of invoices, purchase orders, new account information, fees and related information, which may include entering information into a database or financial system, processing transactions and changes, filings and related work.
 - Assists with editing the cash requirements report and the check run cycle. Scans documents such as invoices or journal entries.
 - Performs basic spreadsheet functions such as sorting and totaling.
2. Treasury Operations. Performs entry level treasury operations support work including, but not limited to:
 - Assists with processing facility cash reports and other remittances including Treasury deposits, employee expense checks, accounts receivable and other miscellaneous receipts.
 - Deposits incoming checks in accordance with Commission practices.

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- 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 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. One (1) year 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 1 year.

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.