

The Maryland-National Capital Park and Planning Commission

TITLE: Accounting Technician II GRADE: C06 CODE: 2161
SERIES: Accounting and Finance DATE: 1/13/88
REV: 10/1/93

Class Definition

Under general supervision, performs Commission-wide accounting support work involving moderate responsibility, complexity and variety. Maintains complex financial records (e.g., accounts payable, cash management, payroll, etc.). Performs general accounting support tasks to edit incoming documents, prepares financial data for computer processing and checks processed data. Assists in preparation of documents to support financial reports. Performs other related duties as assigned.

Examples of Important Duties

- 1). Assists and/or participates in preparing payroll. Reviews time sheets to check accuracy and completeness. Learns to update leave records. Assists in computing weekly and biweekly salary (e.g., hours worked times hourly rate, shift differential, overtime, holiday pay).
- 2). Prepares daily cash report. Maintains records of beginning balance, transactions (e.g., investments, adjusting journal entries, payroll, transfers) and closing balances on daily basis. Processes petty cash, refund, purchase advance and other miscellaneous checks and data enters into computer system.
- 3). Coordinates bank accounts by recording entries on bank ledgers. Receives revenue from all sources (e.g., rents, grants, property taxes, insurance). Processes checks, assigns proper account numbers to prepare for bank deposit. Oversees recording of daily bank transactions by Clerks and Accounting Technician I. May issue stop payment orders on lost and stolen checks. Researches unrecorded deposits. Makes adjusting journal entries.
- 4). Provides payroll data control. Receives payroll checks. Sorts checks by code number. Assembles batches of checks for data entry. Adds batch totals. Checks proper account numbers and accuracy of data on computer printout. Makes corrections to printouts.
- 5). Pays vendor invoices. Performs complex accounts payable work. Receives bills. Researches billing problems and revenue related documents. Calls Commission unit if needed to obtain proper account number and to verify invoices. Sorts bills, verifies accuracy, sends bills to data processing unit or keys in information on computer terminal. Checks accuracy of computer printouts. Drafts vouchers for payment. Reconciles monthly

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Examples of Important Duties (continued)

statements and accounts.

- 6). Responds to inquiries from Commission units, employees, vendors, contractors and general public regarding status of invoices, payments, financial/accounting information and payroll checks.
- 7). Designs and maintains alpha-numeric filing systems. Searches files to answer questions or assemble data.
- 8). Uses computer terminal to perform data entry duties for accounts payable, payroll, bank deposits or other financial information.

Important Worker Characteristics

- A. Good knowledge of (1) bookkeeping; (2) Commission organization;* (3) Commission policies and procedures;* (4) routine accounting practices; (5) automated and manual office practices.
- B. Skill in operation of (1) calculator; (2) computer terminal or micro-computer; (3) micro-film equipment.
- C. Ability to (1) apply principles to solve practical problems; (2) calculate fractions, decimals and percentages; (3) read routine reports and correspondence; (4) write routine reports and correspondence; (5) use proper spelling, punctuation and grammar; (6) speak clearly; (7) organize work efficiently; (8) provide courteous service.

* Developed primarily after employment.

Minimum Qualifications

1. High school graduation or GED, which included or was supplemented by six courses in accounting, bookkeeping, or related subjects; or one year of accounting or bookkeeping experience; and
2. Two years of accounting technician or equivalent experience; or
3. An equivalent combination of education and experience.

Working Conditions

Works in office. Considerable pressure to meet deadlines.

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