

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

ACCOUNT TECHNICIAN I

Position Code: K0101

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, performs technical accounting work in maintaining established general fund accounts or complex detailed account book in support of an accounting subsystem; may supervise a small technical or clerical staff engaged in processing financial documents.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Verifies and maintains accounting records of a variety of complex financial documents requiring cross-reference with financial agreements and other documents.
2. Closes detailed account books.
3. Prepares routine financial statements and reports utilizing financial data maintained.
4. Assists professional accounting staff in maintaining an accounting subsystem by maintaining detailed support journals and registers.
5. May supervise sub-professional and clerical staff engaged in preparing or processing financial documents.
6. Performs other related duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years college with courses in business and accounting or three years of clerical bookkeeping experience, or any equivalent combination of training and experience.

Knowledge, Skills and Abilities

Requires working knowledge of accounting techniques.
Requires working knowledge of office methods, procedures and the operation of office accounting machines and equipment.
Requires ability to apply technical accounting methods and techniques.
Requires ability to supervise a small technical and clerical staff.

ACCOUNT TECHNICIAN I (Continued)

Approved by the Secretary of State Merit Commission - October 11, 1977
Effective - October 16, 1977

EXAMINATION INFORMATION

Tests and Weights: Written Test, 100%

Knowledge Tested: Arithmetic
 Following Written Directions
 Accounting and Bookkeeping Principles
 Office Methods and Procedures

Length of Eligibility: 1 year