

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

ACCOUNT TECHNICIAN II

Position Code: K0102

DISTINGUISHING FEATURES OF THE CLASS

Under direction, performs more complex technical accounting work in maintaining a complete set of general account books or supervises the maintenance of a complex set of detailed support books for an accounting subsystem.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Independently performs technical accounting work in maintaining a complete set of general fund account books.
2. Posts financial information or verifies the accuracy of machine posting of information to journals, registers ledgers and other related financial records; makes adjusting entries and reconciliation's.
3. Closes account books.
4. Prepares or assists professional staff in preparing non-routine financial statements or reports.
5. May supervise technical and clerical staff in the maintenance of a complex set of detailed support books for an accounting subsystem; supervises the preparation, coding and processing of a variety of routine financial documents such as vouchers, invoices, requisitions and inventory listings.
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 of college and one year of technical accounting experience or four years of related clerical bookkeeping experience or any equivalent combination of training and experience.

ACCOUNT TECHNICIAN II (Continued)

Knowledge, Skills and Abilities

Requires extensive knowledge of accounting techniques.

Requires working knowledge of office methods, procedures, and the operation of office accounting machines and equipment.

Requires elementary knowledge of State accounting laws, regulations and procedures.

Requires ability to supervise and train a small staff of technical and clerical in the maintenance of accounting records and verify and processing of financial documents.

Requires ability to apply established accounting methods, practices and techniques.

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
Accounting and Bookkeeping Principles
Office Methods and Procedures
Filing and alphabetizing

Length of Eligibility: 1 year