

ACCOUNTING TECHNICIAN
COMPETENCY PROFILE

Description of Work: Positions in this banded class have duties that primarily involve the maintenance, oversight, and reporting of financial accounting data, or the positions may be a specialist in an area or program requiring specialized fiscal knowledge, such as but not limited to payroll, contract/grants, or closely related accounting services. Technical accounting work may include independent responsibility for maintaining accounting records or separate accounts receivable/payable and payroll functions. Other positions may include varied responsibilities affecting the fiscal and financial operations of their respective work unit, or involvement in a budget process. Positions have delegated responsibility to analyze data for accuracy, to problem-solve, to interpret regulations, and they may reverse errors. They are accountable for accuracy of entries and reconciliation of data and information. Positions coordinate and/or make recommendations for system changes and possibly test new processes.

ROLE DESCRIPTIONS BY LEVEL		
CONTRIBUTING	JOURNEY	ADVANCED
<p>Positions at this level perform entry level technical accounting duties involving the maintenance and reporting of routine financial accounting data following standardized methods and procedures. Work involves double entry accounting work ranging from posting to account ledgers; reconciling accounts; verifying entries; maintaining and controlling general ledger accounts, reports, registers and statements and familiarity with spreadsheets and formulas. Most work is subject to review by a higher-level supervisor.</p>	<p>Positions at this level perform technical accounting duties involving the maintenance and reporting of financial accounting data. Work involves double entry accounting ranging from posting to account ledgers; reconciling accounts; verifying entries; maintaining and controlling general ledger accounts, reports, registers, and statements; and working with financial accounts of moderate variety and complexity. Provide account guidance to others and ensure integrity of functions. Interpret policies, rules and regulations and they may reverse and/or correct errors. Work requires considerable knowledge of work unit practices and procedures. May supervise support staff.</p>	<p>Positions at this level independently perform a full range of technical accounting work which may include responsibility for maintaining accounting records of considerable complexity, or supervising a separate financial function of considerable complexity. Independently analyze work for accuracy and problem-solve issues. Test new processes, coordinate and implement system changes. Interpret policies, rules and regulations and may reverse and/or correct errors. Supervises technical and support staff.</p>

Note: Competency statements are progressive and not all competencies apply to every position/employee. Evaluate only those that apply. For positions with some supervision consider the highest level of professional work performed.

ACCOUNTING TECHNICIAN
COMPETENCY PROFILE

Competency	Definition
Technical Knowledge	Demonstrate knowledge of technical accounting duties involving the maintenance and reporting of financial accounting data; and remain current in developments and trends in the area of assignment.
Financial Program Monitoring and Management	Observe monitor, collect, and record fiscal data and assess accuracy, validity and integrity. Coordinate and administer fiscal program activities and protocols; manage resources, monitor activities and assess risks and quality control associated with the program; prepare documentation and create financial reports.
Communications	Communicate information to individuals or groups and deliver presentations suited to the characteristics and needs of the audience. Clearly and concisely convey information orally or in writing to individuals or groups to ensure that they understand the information and the message. Listen and respond appropriately to others.
Problem-solving	Observe monitor, collect, and record fiscal data; and assess accuracy, validity and integrity.
Leading Work Teams	Establish expectations and clear direction to meet goals and objectives of on-going work for a group of employees. Motivate and engage employees through effective communication.

ACCOUNTING TECHNICIAN
COMPETENCY PROFILE

Technical Knowledge - Demonstrate knowledge of technical accounting duties involving the maintenance and reporting of financial accounting data and remain current in developments and trends in area of assignment

Contributing	Journey	Advanced
1. Apply working knowledge of accounting methods, procedures and accounting practices.	1. Apply considerable knowledge of government accounting methods, procedures and accounting practices needed to perform the work. Basic knowledge of program laws and regulations needed to perform the work.	1. Apply thorough knowledge of a government accounting methods, procedures and accounting practices. May have basic knowledge of the principles of a specialized accounting field or program.
2. Apply the knowledge of accounting and other software (e.g.: ERP, Excel, Word, Access).	2. Apply the knowledge of a variety of technology, financial systems and packages to create and maintain data. Develop formula for moderately complex spreadsheets.	2. Apply the knowledge of a broad range of technology, financial systems and packages. Develop formula for complex spreadsheets; set up automated procedures and resolve operational issues of software/hardware.

Financial Program Monitoring and Management – Observe, monitor, collect, and record fiscal data and assess accuracy, validity and integrity. Coordinate and administer fiscal program activities and protocols; manage resources, monitors activities and assess risks and quality control associated with the program; prepares documentation; and create financial reports.

Contributing	Journey	Advanced
1. Maintain routine financial accounting data, following standardized methods and procedures.	1. Verify and ensure accuracy and validity of moderately complex transactions and examine accounting records to assure adherence to	1. Manage a variety of transactions which may require considerable financial program knowledge; monitor and manage financial accounts for

ACCOUNTING TECHNICIAN
COMPETENCY PROFILE

	<p>accounting standards and regulations.</p> <p>(Examples: variety of funding sources with different reporting cycles and standards; re-investment of funds and accountability for the more complex funding sources)</p>	<p>completeness, accuracy, and compliance with accounting standards and regulations and/or program laws and regulations.</p>
2. N/A	2. Supervise a financial function of moderate complexity	2. Supervise various financial functions of considerable complexity.
3. Maintain routine accounting records. Report data in standardized formats.	<p>3. Maintain and manage accounting records of moderate variety and complexity, including preparation of financial statements and reports.</p> <p>(Examples: Research, compile, and analyze information; prepare statistics; write/draft reports; make recommendations for resolution)</p>	3. Manage reporting of complex financial area or program(s), including preparation and analysis of financial statements and reports.

Problem-Solving - Identify problems, determine possible solutions, and actively work to resolve the issues.

Contributing	Journey	Advanced
1. Identify and correct routine and reoccurring financial problems; refer all other problems and follow/apply oral and written guidelines.	1. Resolve problems of moderate complexity; select best solution from several options or where no precedent exists; make suggestions for and/or implement process improvements at the work unit and interpret oral and/or written guidelines to solve problems.	1. Resolve programmatic and financial problems of considerable complexity requiring research, analysis and implementation of change. Develop and implement procedure changes.

ACCOUNTING TECHNICIAN
COMPETENCY PROFILE

Leading Work Teams (optional) - Establish expectations and clear direction to meet goals and objectives of on-going work for a group of employees. Motivate and engage employees through effective communication.

Contributing	Journey	Advanced
N/A	1. Supervise lower level staff or supervise a separate financial function of moderate complexity.	1. Train, assign, supervise and review the work of others. Perform/supervise several administrative functions, or supervise various financial functions of considerable complexity.

Communications - Communicate information to individuals or groups; deliver presentations suited to the characteristics and needs of the audience. Clearly and concisely convey information orally or in writing to individuals or groups to ensure that they understand the information and the message.

Contributing	Journey	Advanced
1. Gather and report routine financial information.	1. Explain and interpret financial information.	1. Justify and defend financial information.

Minimum Training and Experience Guidelines: Graduation from High School and one year of experience in accounting work; or an equivalent combination of training and experience.

Contributing: High school diploma/GED, and two years of experience in accounting work.

Journey: High school diploma/GED, and three years of experience which includes accounting work. Two-year degree in business administration or accounting.

Advanced: Four year degree in business administration or accounting; two year degree in business administration or accounting and one year of experience. Or an equivalent level of combination of training and experience.