

JOB DESCRIPTION

TITLE: Accounting Technician II
AGENCY: Credit Union Department -- State of Texas
CLASS NUMBER: 1002
GROUP: A13
REVISED: April 30, 2019
REPORTS TO: Accountant VI

GENERAL DESCRIPTION

Performs highly complex (senior-level) technical accounting and general administrative support work. Work involves performing detailed assignments in recording, classifying, examining and verifying financial records, documents or reports. Also, performs advanced clerical duties, which includes but is not limited to the dissemination of information into reports and spreadsheets, and maintaining systems to ensure various accounting and administrative records are accurate and up to date. May be required to perform tasks for other job positions on a substitute, or as needed, basis.

MAJOR DUTIES AND RESPONSIBILITIES

- Analyzes financial data; information; and applicable business, financial, and/or regulatory plans.
- Prepares payment, cash, general ledger and related vouchers.
- Ensures compliance with established procedures; requirements, laws, rules; completeness of data; and presence of adequate documentation.
- Processes information by auditing and verifying financial data. May assist with preparation of financial statements and operating reports.
- Assist the Department's Accountant in achieving the departmental duties, as assigned.
- Assists in the reporting of trends affecting the credit union industry in Texas.
- Responsible for the timely completion of the Department performance measures.
- Maintains the annual inventory of examination and office staff.
- May perform payroll related duties.
- May perform all duties of the Administrative Assistant III, as needed.
- Contributes to team efforts by performing other related work as assigned and as necessitated by short-term sickness, vacancies, vacations and other absences.

GENERAL QUALIFICATION REQUIREMENTS

Preferred Qualifications:

Experience in office practices and administrative support, and experience with accounting or bookkeeping principles. Graduate from a standard senior high school or equivalent is required, with a two-year associate degree (or higher) preferred. Some college coursework in accounting is a plus. Experience and education may be substituted for one another.

Knowledge, Skills and Abilities:

1. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting record and automated accounting systems.
2. Sound analytical skills.
3. Strong teamwork skills.
4. Proficient in use of computer, various software and office related equipment.
5. Knowledge of standard office practices and administrative procedures.
6. Ability to prepare various reports and make arithmetic computations with speed and accuracy.
7. Ability to accurately perform detailed numerical work, to prepare financial and accounting records, and to communicate effectively.
8. Ability to implement administrative procedures and evaluate their effectiveness, and to interpret rules, policies and procedures.
9. Prior experience with state agency accounting or administrative work is a plus, as is experience with State of Texas information resources programs such as CAPPS HR/Payroll, USAS, USPS, etc.
10. The successful candidate will be capable of performing efficiently in a fast-paced environment with the ability to multi-task within tight time constraints.