

EDITED TASK LISTING

CLASSIFICATION: ACCOUNTING TECHNICIAN

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Prepare payment documents for vendors, employers, and employees to process checks, and claim schedules with the use of computer programs, procedure manuals and verbal instructions on a daily basis.
2.	Post payments to contract disbursement ledgers for department records and audit trails, to reconcile and track missing or duplicate payments, with the use of computer programs and accounting systems, following procedure manuals and verbal instructions on a daily basis.
3.	Prepare annual and interim rate adjustment payments for accounts year-end closing, for financial and budgetary reasons, with the use of accounting systems, manuals, and one on one training on an as needed basis.
4.	Gather information and prepare packages with approved documentation of payment records (receipts, checks, payroll reports) utilizing accounting systems, manuals, and one on one training on a daily basis.
5.	Review payments for correct coding, and accuracy in compliance with rules and regulations to ensure timely and accurate payments with the aid of written regulations, reference manuals, and departmental policies (State Administrative Manual, Department of Personnel Administration titles, Uniform Codes Manual, Department of General Services) on a daily basis.
6.	Provide technical expertise to examine financial records to audit and maintain customer accounts for internal and external customers to ensure customer satisfaction, using written and/or verbal correspondence, personal experience, and good judgment, with the use of procedure manuals, and written and verbal instruction as needed.
7.	Reconcile ledgers and prepare statistical reports for accuracy, reconciliation and auditing in order to create management reports utilizing accounting systems, procedures, manuals, and written and verbal instructions on an on-going basis.
8.	Prepare correspondence letters for internal and external customers in order to clear accounts and discrepancy notifications using written regulations, reference manuals, procedure, and written and verbal instruction as needed.
9.	Process stipulated checks to ensure court compliance check cashing and to bring in revenue using laws, rules, and written regulations on a daily basis.
10.	Maintain and update desk procedures for training and reference materials in order to ensure staff has accurate instructions to follow utilizing computer applications, memos, departmental policy and procedures on an on going basis.
11.	Assist in training and cross training for co-workers, and new employees to ensure back up coverage, and to broaden employee's knowledge of written regulations and reference materials utilizing training manuals, desk procedures, office equipment, communication skills, tact, and patience as needed.
12.	Assist in processing incoming checks, to identify source of funds to ensure accurate accounting records, and revenue reimbursement utilizing CALSTARS reports, policies and procedures on a daily basis.

Tasks highlighted in bold text are not currently on the SPB classification specification

EDITED TASK LISTING

CLASSIFICATION: ACCOUNTING TECHNICIAN

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
13.	Research checks that are hard to identify the appropriate parties and accounts to locate the source of funds to ensure accurate accounting records, and revenue reimbursement, with the use of the State Administrative Manual, accounting systems, department procedures, reference manuals, and verbal instruction as needed.
14.	Access and interpret payment data to assist in questions, research, and accuracy of accounting records utilizing rules and regulations and desk procedures on a daily basis.
15.	Maintain daily, weekly, and monthly logs of statistical data for tracking and auditing purposes using procedures, reference manuals, verbal instructions, and accounting systems as needed and/or requested by management.
16.	Recommend improvements in policies and procedures to ensure manuals and other reference materials are current with departmental policies utilizing departmental directives, laws, rules, samples of work documents, as needed basis.
17.	Maintain inventory of office supplies to ensure stock doesn't run low utilizing direct observation, written documentation, and communication skills on an on going basis.
18.	Review payments prepared by other accounting technicians and posts to the appropriate disbursement ledger for department's records to reconcile, and track missing or duplicate payments, using computer programs and accounting systems as needed.
19.	Prepare monthly statistical reports for payment purposes to ensure records of non-encumbered contracts and payments, using spreadsheets, procedures, manuals, and verbal instruction.
20.	Assist in processing requests from the department's field offices as needed for internal and external customers to provide customer service.
21.	Assist in reconciling division ledgers to the department's accounting records at the end of the fiscal year for accuracy, reconciliation and auditing to produce management reports, with the use of accounting systems, procedures, manuals, and verbal instructions
22.	Prepare absence, attendance, and travel reports, to validate accuracy and ensure accurate leave balances using accounting systems as needed.
23.	Key claims into the automated system for record keeping and SCO payments in order to produce audit trails and payment schedules on a daily basis.
24.	Assist in developing curriculum for training to ensure current materials are being used, and consistency across the board in educating employees, using written regulations, references manuals, (SAM, DPA titles, UCM, DGS) and departmental procedures as needed.
25.	Monitor contract for compliance with codes, and regulations, while tracking for accuracy with the use of DGS, actual document procedures, manuals, and written and verbal instruction on a daily basis.
26.	Monitor electronic data processing activities, balanced accounts and validate balances with the use of accounting systems (Info image) CalSTARS, Peoplesoft, and SUN to ensure departmental compliances as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

EDITED TASK LISTING

CLASSIFICATION: ACCOUNTING TECHNICIAN

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
27.	Maintain master payroll files for distribution to employees and safe guard payroll utilizing departmental personnel polices as directed by departmental policy and SCO.
28.	Receive, screen and direct incoming calls and correspondence for customer service to ensure customers satisfaction utilizing departmental policies and procedures on a daily basis.
29.	Prepare daily deposits to record receipts for monies received to create an audit trail using accounting systems and SAM in accordance with policies and procedures.
30.	Provide financial and business information to clients or their representatives with the uses of accounting system and departmental policies as requested.
31.	Verify accuracy of billing documents, accounting records, computer outputs, employee pay status, and signatures for authorization of payment compliance to ensure accuracy of records, with the use of accounting system and paper documents, in accordance with departmental policies.
32.	Monitor the receipts of services, equipment and supplies for quantity, quality and adherence to contracts and specifications to ensure that contracts, and purchase service agreements are adhere to for valid and accurate payments, using paper documents, accounting systems, and departmental policies and procedures on daily basis.
33.	Analyze documents to correct and maintain account information with the use of accounting systems, procedural manuals and one-on-one training on a daily basis.

Tasks highlighted in bold text are not currently on the SPB classification specification