

ACCOUNTING TECHNICIAN

DEFINITION: Under general supervision, performs technical accounting duties of moderate difficulty, such work supports professional accountants or organizations engaged in the control and maintenance of accounting records, budget, and other closely related financial management transactions; work performed requires a broad practical knowledge of the accounting profession; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Performs a variety of non-professional accounting duties that are relatively complex and demanding; independently performs a full range of the accounting practice that are well defined, standardized and detailed; assures day-to-day tasks are carried out in accordance with accounting methods and practices that are in place and practiced by the respective organization; classifies accounting transactions; maintains and reconciles accounts.

Prepares, reviews and processes financial documents; validates, controls, and maintains accounting transactions and accounting records involving multiple accounts; reconciles subsidiary ledgers with central general ledgers having a variety of transactions; researches ledgers and makes proper adjustments; assures agreement among reconciled accounts; reviews records to identify source of discrepancies and brings account into balance; abstracts financial data reflecting financial condition and operating status of department or program; closes accounts and prepares balance sheets and financial statements.

Receives and reviews purchase requisitions/orders, requests for payment, invoices, budget transfers/modifications, travel authorizations and other documents filed against obligated funds; certifies payment to assure compliance with obligation; maintains and makes necessary adjustments to various records; sorts documents and posts debits/credits to proper accounts; balances entries and makes necessary corrections; records simple bank statements or department records; answers questions/inquiries regarding work being performed; prepares forms or encodes materials for data input or record keeping; prepares or checks invoices, requisitions and other documents for processing.

Verifies billing statements and prepares for authorization; checks for accuracy, completeness and compliance with tribal regulations; compiles numerical and statistical information for report purposes or financial statements; generates a variety of reports from computer records; makes and checks relatively complex numerical and statistical calculations; processes specialized information, reports and forms into the financial accounting system; contacts various Nation personnel to resolve discrepancies or problems.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of accounting methods and practices to accurately conduct analysis and to validate transactions including the resolution of inconsistencies.

Knowledge of accounting, budget and financial transactions associated with tracking and recording budget transactions.

Knowledge of automated accounting practice to reconcile errors.

Knowledge of basic business math.

Knowledge of bookkeeping practices and principles.

Knowledge of public relations/customer service principles, practices and techniques.

Skill in preparing and maintaining accurate records, reports and files.

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Skill in understanding and following oral and written directions.

Skill in utilizing computer databases to research, maintain and update records and files.

Skill in establishing cooperative work relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED, supplemented by college level courses in bookkeeping and/or accounting; and two (2) years increasingly responsible bookkeeping and clerical accounting experience.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Business Administration or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification, CCER user.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbents must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.