

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTING TECHNICIAN I –
Fiscal

SALARY GROUP: A11

DEPARTMENT: Classification and Records

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Joni M. White DATE: 11/05/2013

POSITION #: 029349

I. JOB SUMMARY

Performs routine technical accounting support work. Work involves performing detailed assignments in recording, classifying, examining, and verifying financial records, documents, and reports. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Classifies, codes, posts, and balances financial accounting documents and records; assists in reconciling accounts and expenditures with financial reports and statements; and assists in reconciliation discrepancies, reports findings, and initiates expenditure corrections.
- B. Assists with computing, preparing, and processing payment of travel vouchers; and assists with auditing and approving reports, vouchers, claims, invoices, requisitions, estimates, purchase orders, and similar records.
- C. Assists in the preparation of financial operating reports and unit-cost information; prepares and verifies accounting data for planning estimates and budget reports; and compiles statistical, financial, and accounting reports and tables relates to expenditures.
- D. Assists in the inventory and maintenance of property and supplies; and prepares and maintains related records, schedules, reports, and tracking systems.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Four years full-time, wage-earning accounting, accounting clerical, auditing, purchasing, financial operations, statistical analysis, or bookkeeping experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.
3. Experience in the use of automated information systems in accounting, bookkeeping, inventory control, property management, or purchasing preferred.
4. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

B. Knowledge and Skills

1. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
2. Knowledge of office practices and procedures.
3. Knowledge of automated financial information systems.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.

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10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to prepare and maintain complex records and files in an automated system.
12. Skill to research inquiries and resolve discrepancies.
13. Skill to perform mathematical calculations.
14. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
15. Skill to operate a 10-key calculator by touch.
16. Skill to type 45 words per minute (with no more than 10 errors) preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.