

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTING TECHNICIAN I -
Deductions

SALARY GROUP: A11

DEPARTMENT: Payroll

Page 1 of 2

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: Jill Gunn

DATE: 03/08/2013

POSITION #: 031019

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 payroll deduction information; assists in auditing documents for accuracy; processes manual payrolls for deduction warrants; and processes replacement payrolls for salary warrants.
- B. Provides technical accounting assistance to clerical staff, unit and departmental human resources representatives, employees, and other agencies; and researches reconciliation discrepancies and reports findings to include payroll deductions and direct deposits.
- C. Assists in maintaining and updating information logs and files; and responds to verbal and written requests regarding human resources and payroll issues.

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

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Bachelor's degree 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). Major course work in Accounting, Business Administration, Finance, or a related field preferred. Each year of accounting, accounting clerical, or bookkeeping experience may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
- 2. Accounting, accounting clerical, bookkeeping, or payroll processing experience preferred.
- 3. Computer operations experience preferred.
- 4. Data entry experience preferred.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTING TECHNICIAN I -
Deductions

SALARY GROUP: A11

DEPARTMENT: Payroll

Page 2 of 2

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain complex records and files in an automated system.
10. Skill in the electronic transmission of communications.
11. Skill to perform mathematical calculations.
12. Skill to operate a 10-key calculator by touch 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, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 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.