



Code: 0109
Family: Accounting and Finance
Service: Administrative
Group: Clerical, Accounting, and General Office
Series: Accounting and Auditing

CLASS TITLE: ACCOUNTING TECHNICIAN

CHARACTERISTICS OF THE CLASS

Under supervision, performs paraprofessional accounting and auditing duties; and performs related duties as required

ESSENTIAL DUTIES

- Posts transactions involving cash receipts, disbursements, and/or accounts payable and accounts receivable to ledgers
- Posts journal entries and verifies the availability of funds
- Reviews program contracts, budgets and budget amendments, and revisions for conformance to federal, state, and local government accounting requirements
- Prepares trial balances or periodic summary statements to verify the equality of debits and credits or to determine account balances
- Audits vouchers submitted for reimbursement by examining contracts, budgets, balance sheets and other documents to determine if costs are allowable
- Verifies computations on voucher extensions and waivers to contract provisions
- Interprets contract provisions in order to identify allowable and non-allowable expenditures
- Calculates totals and determines the appropriateness of supporting documentation
- Resolves problems regarding budget limitations, allocations, or modifications and prepares necessary documentation
- Provides technical assistance on the preparation of documents for reimbursement to contractors, subcontractors or other agencies
- Maintains control ledgers, prepares routine financial reports and approves vouchers for payment
- May assist in preparing departmental program and operating budgets

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two (2) years of paraprofessional accounting or auditing experience, or an equivalent combination of training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- generally acceptable accounting principles and practices
- accounting terminology
- financial record keeping and reporting
- financial transactions/statements, contracts, and reports
- recording and reconciling financial transactions
- applicable computer software packages

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING – Give full attention to what other people are saying, take time to understand
- MATHEMATICS – Use mathematics to solve problems

Abilities

- COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK – Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing
- WRITE – Communicate information and ideas in writing so others will understand
- WORK WITH NUMBERS – Add, subtract, multiply, or divide quickly and correctly

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.