



**DENVER**  
THE MILE HIGH CITY

**Career Service Authority**

Denver's Human Resource Agency

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## JOB SPECIFICATION MEMORANDUM

TO: All agencies citywide  
Holders of Job Specification Books

FROM: Alena Martinez

DATE: November 20, 2008

SUBJECT: New and/or revised Job Specifications

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Attached are revised and/or new job specifications. These should be placed in your job specification book.

Old job specifications listed in the column "Job Specifications to be Removed" should be removed from your book and destroyed.

Agencies that hold only selected job specifications may discard those that are not classes within their agency.

### **New and Revised Job Specifications**

Accounting Technician  
Rev. 11/14/2008

### **Job Specifications to be Removed**

Accounting Technician  
Rev. 05/05/1997



## Career Service Authority

# Accounting Technician

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### **GENERAL STATEMENT OF CLASS DUTIES**

Performs full performance paraprofessional accounting work maintaining a full set of financial records including summarizing accounting data and preparing financial reports.

### **DISTINGUISHING CHARACTERISTICS**

This class performs full performance paraprofessional accounting work. This class is distinguished from a Staff Accountant that performs entry-level, professional governmental accounting work to analyze and present operating and financial data through activities such as ledger maintenance, delinquent account collections, cost analysis, reconciliations, posting, and inventory control and assists management with use of the data in the decision-making process. The Accounting Technician is also distinguished from the Accounting Assistant I class that performs full performance financial record keeping operations by recording accounting transactions including posting, monitoring, and verifying data into various financial systems and agency spreadsheets and ensures accurate balances and available budgeted funds. The Accounting Technician is also distinguished from the Accounting Assistant II that performs full performance city-wide technical financial operations work by auditing payment requests, ensuring that contract provisions are followed, and assisting agency personnel resolve problems.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, performs lead work.

**ESSENTIAL DUTIES**

Prepares and maintains accounting records such as journals, ledgers, trial balances, balance sheets, income statements, and profit/loss statements.

Posts subsidiary ledgers into the general ledger and provides summaries of increases/decreases in assets, liabilities, capital, income, or expense.

Adjusts accounting records by posting corrected figures into journals, ledgers, and/or related reports and closes ledgers.

Reconciles account balances and ledgers to a variety of Controller's Office reports, interdepartmental reports, and/or governmental reports, performs analysis to identify problems with reconciliation, and makes corrections.

Prepares documentation of drawdowns or requests for reimbursement for expenditures related to grants and determines what expenditures are appropriate according to grant terms.

Prepares quarterly and year end reports summarizing financial activities to be submitted to federal, state, or other governmental entities within prescribed formats.

Prepares encumbrances and tracks encumbered balances of specific contracts/accounts to ensure that funds are available for payment.

Prepares reports that define financial information used internally by other City agencies and/or the state or federal government.

Researches variances in financial reports that affect the entire agency or department to determine possible causes and recommends corrective actions.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Integrity/Honesty** – Displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

**Conscientiousness** – Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Reading** – Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

**Arithmetic/Mathematical Reasoning** – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, percentages, and formulas.

**Listening** – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

**Writing** – Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

**Flexibility** – Adapts quickly to changes.

**Speaking** – Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses appropriate body language.

**Memory** – Recalls information that has been presented previously.

**Reasoning** – Discovers or selects rules, principles, or relationships between facts and other information.

**Problem Solving** – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Manages and Organizes Information** – Identifies a need to gather, organize, and maintain information, determines its importance and accuracy, and communicates it by a variety of methods.

**Conflict Management** – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

**Organizational Awareness** – Knows how organizational and technological systems work and operates effectively within them. This includes policies, procedures, rules, and regulations of the work unit or organization.

**Customer Service** – Works and communicates with clients and customers to satisfy their expectations and is committed to quality services.

**Self Management** – Sets well-defined and realistic personal goals, monitors progress and is motivated to achieve, manages own time, and deals with stress effectively.

**Technical Competence** – Knowledge of the specialized/technical area. Refers to specialized knowledge that is acquired through formal education or extensive on-the-job experience.

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Technology Application** – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

**Information Management** – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Knowledge of accounting principles and practices sufficient to be able to perform a variety of duties related to the work assignment.

Skill in utilizing computer software to accomplish a variety of tasks.

Knowledge of policies, procedures, rules, and laws relative to the accounting field.

### ***Physical Demands:***

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Lifting: raising or lowering an object up to 10 pounds.

### ***Working Environment:***

Subject to many interruptions

### ***Education Requirement:***

Graduation from high school or possession of a GED Certificate plus six hours of college credit in accounting and/or auditing and six hours of college credit in English and/or communications.

***Experience Requirement:***

Two years of performing financial record-keeping operations at the type and level of Accounting Assistant I.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for one year of the minimum experience requirement. Six months of appropriate experience may be substituted for the minimum education requirement.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 11/14/2008

***REVISED BY:*** Patricia Anderson

***CLASS HISTORY*** This class specification has been revised and updated.