

California State University, Fullerton
Human Resources, Diversity and Inclusion

ACCOUNTING TECHNICIAN SERIES MATRIX

FACTORS	Accounting Clerk I <i>Entry Level</i> Non-Exempt 1733	Accounting Technician I <i>Operational Level</i> Non-Exempt 1730	Accounting Technician II <i>Advanced Operational Level</i> Non-Exempt 1741	Accounting Technician III <i>Operational Level, Specialist, Paraprofessional, or Supervisor</i> Non-Exempt 1740
TYPICAL RESPONSIBILITIES	Performs routine and repetitive financial or cash-related clerical duties. Review repetitive financial documents for accuracy and completeness.	Make arithmetic calculations; assign transaction codes and prepare documents for processing; post data to journals, registers, and ledgers; compile, reconcile account balances and summarize information.	Explain university, government or funding agency policies and procedures; maintain accounting financial aid records; receive payments and disburse checks; compile data for financial reports. Review and recommend content updates to web pages.	Prepare trial balances; assemble and compile data used in the preparation of financial reports and/or analysis; prepare statistical reports; prepare monthly adjusting and year-end closing journal entries. Participate in the testing of financial software.
KNOWLEDGE	Working knowledge of mathematical and general office methods, practices, and procedures.	General knowledge of financial record-keeping, mathematical and general office methods, procedures, and practices.	Thorough knowledge of financial record-keeping, mathematical and general office methods, procedures, and practices.	Comprehensive knowledge of financial record-keeping, mathematical and general office methods, procedures, and practices; and basic knowledge of Generally Accepted Accounting Principles (GAAP).
INDEPENDENCE	Direct supervision; follows specific instructions and well-defined procedures. Performs clerical duties of limited scope in support of an accounting or financial record-keeping function.	General supervision; work is typically constant, well-defined. Work assignments have well established guidelines outlined in specific terms. Assistance is provided in handling transactions not clearly covered by established university policy.	Work independently, exercise initiative and judgment in making decisions consistent with standard practice and established guidelines, work is of greater diversity and complexity. Work is usually performed without direct verification or check.	Exercise considerable judgment, initiative, and independence to achieve results. Work assignments may involve subject matter requiring technical expertise. May provide technical and/or work direction to other employees.
PROBLEM SOLVING & DECISION-MAKING	Solve routine problems related to standard financial or cash-related clerical duties.	Work assignments are usually well-defined and of a constant nature; however, incumbents may be assigned responsibility for resolving problems.	Makes sound decisions and recommendations regarding accounting activities. Ability to use initiative and judgment in analyzing information and determining a course of action within the specifications of standard practice and established guidelines.	Performs a wide variety of duties requiring considerable judgment, devise new methods, modify and document established procedures based on precedent and university policies and develop new procedures as necessary; deal with subject matter requiring technical expertise; and resolve difficult and unusual problems.
EXPERIENCE	General knowledge of mathematical and office methods, practices.	Equivalent to one year of clerical accounting or financial record-keeping.	Equivalent to three years of progressively responsible financial record-keeping experience.	Equivalent to four years of progressively responsible financial record-keeping experience.
EDUCATION	Read and write English at a level appropriate to the position.	Any combination of education and experience which provides the required knowledge and abilities.	Any equivalent combination of education and experience which provides the required knowledge and abilities.	Any equivalent combination of education and experience which provides the required knowledge and abilities.