

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

*Class Title:* Accounting Technician

*BOT Date:* June 22, 1998

*Level:* J

*FLSA Status:* Non-exempt

*Class Code:* N1016

*Adm. Rev:*

### GENERAL DESCRIPTION

Performs complex accounting functions to obtain primary financial data required for maintaining accurate and current accounting records.

### KEY RESPONSIBILITIES

### % OF TIME

1.*	Identifies, analyzes and maintains accounts and authorizations.	25%
2.*	Invoices and reconciles agencies and third party participants.	25%
3.*	Monitors daily cash levels and activities in the bank account.	10%
4.*	Analyzes transaction reports.	15%
5.	Codes receivables to proper accounts and posts payments.	10%
6.	Communicates with delinquent accounts.	5%
7.	Maintains records/performs filing as needed.	5%
8.	Orders forms, envelopes, other supplies as needed.	5%
9.	Performs other similar and related duties as required.	

\* Indicates an "essential" job function.

<i>Class Title:</i> Accounting Technician	<i>Class Code:</i> N1016	<i>Level:</i> J
<b>KEY JOB REQUIREMENTS</b>		
<i>Formal Education:</i>	Vocational or Technical School required.	
<i>Work Experience:</i>	2 to 3 years.	
<i>Planning Scope:</i>	One to Three Weeks: Plan events that are expected to occur in the next one to three months or on a quarterly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the unit or small group.	
<i>Impact on Budgets:</i>	Incidental/Indirect: Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Decisions and impact are limited to decisions and planning within a small work group or affects only my department.	
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where basic analytic ability is required. Answers are usually found by selecting from specific choices defined in work policies or procedures.	
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary.	
<i>Problem Solving:</i>	Problems generally involve the selection of standard procedures. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.	
<i>Internal Contacts:</i>	Regular contact within the department and periodic contacts with other departments, supplying or seeking information on specialized matters.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Involves no responsibility or authority for the directions of others.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary.	
<i>Innovation/Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	