

## **TECHNICIAN-ACCOUNTING**

### **DEFINITION:**

**Under the supervision of an assigned administrator, performs a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts and grants; maintains, audits and reconciles assigned accounts; prepares, maintains and assures accuracy of various financial records and reports.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

- **Oversees and maintains general and assorted funds in assembling, tabulating, calculating, verifying and filing accounting and fiscally related data.**
- **Inputs a variety of financial and statistical data into an assigned computer system; maintains various**

