

FINANCIAL TECHNICIAN - 3385

DEFINITION OF WORK

Under immediate supervision, performs responsible technical work in the maintenance and preparation of complex financial records.

EXAMPLES OF WORK

Analyzes financial information and prepares reports for State and Federal agencies; posts to general ledger accounts, checks balances; prepares regular financial reports and statements; verifies financial data; assembles statistical and accounting data on request; maintains fixed assets and depreciation records; assists other departments by providing information on financial matters; processes and approves for payment a variety of bills; assists in budget preparation; assists a financial officer in a large department and performs a variety of fiscal related assignments.

EMPLOYMENT STANDARDS

Any combination of education and experience equivalent to a high school diploma, supplemented by college level courses in accounting and considerable experience in accounting related activities.

Must be able to maneuver consistently within the office area and be able to work with small and large objects; must possess excellent communication skills. This position will work indoors and may be exposed to repetitive motion/operations and long periods of sitting.