

## Accounting Technician

### *Essential Task Rating Results*

1	Analyze documents to ensure accurate postings to the proper accounts (e.g., CalSTARS, payment history accounts, refunds, claims).
2	Analyze accounting records (e.g., status reports, payment history reports) to assess accuracy, completeness, and conformance to reporting and procedural standards.
3	Utilize spreadsheet and/or database software to track progress and maintain accurate records (e.g., invoices, production level, claims).
4	Maintain accounting records and support documentation for accountability in accordance with state and federal retention policies.
5	Analyze and evaluate numerical and financial data to compile and maintain financial records.
6	Process incoming invoices to ensure payments are made accurately and timely in accordance with California Prompt Payment Act, the State Administrative Manual (SAM), and/or federal guidelines.
7	Audit invoices for completeness and accuracy to ensure charges are legitimate and properly authorized prior to inputting data in accounting systems in accordance with California Prompt Payment Act, the State Administrative Manual (SAM), county and/or federal guidelines.
8	Review error reports using department accounting systems in order to make corrections.
9	Compute payments and/or refunds (e.g., interests, taxes, penalties) owed in order to ensure compliance with reporting and/or other requirements.
10	Use computer systems and/or applications to access files or other information.
11	Process workloads (e.g., checks, claims, refunds, dishonored payments) in accordance with established procedures to meet deadlines and established effectiveness measures.
12	Maintain and update desk procedures to provide guidance and compliance with departmental rules and regulations in carrying out work assignments.
13	Analyze and review source documents to determine appropriate action for accounting transactions.
14	Research accounting inquiries and take appropriate action to correct and/or resolve issues.
15	Research accounting history in database systems to assist program staff and claimants with answering specific questions and resolving accounting discrepancies.
16	Research and analyze accounts to provide information to vendors, departmental units, and other agencies using accounting systems in accordance with departmental procedures.
17	Monitor accounting records to identify/document possible fraudulent activities (e.g., duplicate invoice/payments, social security misuse).
18	Review numerical data within original documents to ensure accuracy.

19	Perform mathematical computations using basic math (e.g., addition, subtraction, multiplication, division) in order to reconcile/verify account balances.
20	Analyze and evaluate numerical and financial data to compile and keep financial records.
21	Attend staff meetings for various reasons (i.e., to discuss issues, updates, training, feedback) at the request of lead/management.
22	Contact control agencies, various field offices and divisions, and/or vendors to acquire accounting information (e.g., payment invoice, system errors, unrecovered payments) needed to complete work assignments in accordance with governmental rules and regulations.
23	Communicate with vendors over the phone and/or in writing to verify payments, resolve disputes, and provide claim status information.