

**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Accounting Technician**

**Job Code: 113411**

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**OT Eligible:** Yes

**Comp Approval:** 1/19/2005

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**JOB SUMMARY:**

Performs a variety of accounting duties, e.g., processes, reconciles, monitors and reports accounting activity for a financial services, auxiliary, or administrative accounting unit. Work may be general in nature or very specialized. May act in a lead capacity.

**JOB ACCOUNTABILITIES:**

**\*E/M/NA % TIME**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | Sets up and maintains accounts, ledgers, journals, files, blanket requisitions, reports and/or other documentation for departmental or university accounts. Assists with month-end and year-end closings, as needed.   |
| _____ | _____ | Prepares and submits accounting documents for processing. Determines appropriate fund allocations and secures proper approvals.  |
| _____ | _____ | Enters data from various source documents into accounting systems. Reviews source data for completeness and accuracy prior to input. Ensures compliance with internal policies and external regulations and restrictions. Rejects and returns documentation as appropriate.  |
| _____ | _____ | Records, balances and reconciles account activity. Identifies potential problems and researches to provide background or comments. Produces and distributes related reports. Verifies accuracy of reports prior to distribution. Maintains documentation for audit purposes. |
| _____ | _____ | Monitors outstanding or suspense items. Researches documents and follows-up to clear or adjust items.  |
| _____ | _____ | Performs one or more specialized accounting duties including, but not limited to, monitoring receivables, collecting past-due accounts, controlling cash or negotiable items and monitoring related inventory procedures.  |
| _____ | _____ | Records and reconciles income and expenses. Monitors actual performance to budget and prepares reports.  |
| _____ | _____ | Approves and processes budget amendments, account charges, expense transfers and closing entries and reports.  |
| _____ | _____ | Confers with faculty, staff, students, researchers or external contacts to provide information and/or resolve problems relating to financial transactions. Provides technical support for accounting issues.   |
|       |       | Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.   |

**\*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  No

- Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:****Minimum Education:**

Associate's degree

Combined experience/education as substitute for minimum education

**Minimum Experience:**

1 year

**Minimum Field of Expertise:**

Related bookkeeping/accounting experience. Knowledge of bookkeeping/accounting practices and principles. Ability to use a variety of bookkeeping/accounting software applications such as databases, spreadsheets, etc, as required.

**Preferred Experience:**

2 years

**Preferred Field of Expertise:**

University accounting experience.

**Skills: Administrative:**

Assemble and organize numerical data  
Balance figures  
Communicate with others to gather information  
Compose letters  
Compute totals  
Coordinate work of others  
Establish filing systems  
Gather data  
Input data  
Maintain filing systems  
Maintain logs  
Prioritize different projects  
Research information  
Understand and apply policies and procedures  
Use computerized spreadsheets  
Use database and/or word processing software  
Verify calculations  
Writes memorandums for own signature

**Skills: Other:**

Lead/guidance skills

**Skills: Machine/Equipment:**

Adding machine  
Calculator  
Computer network (department or school)  
Computer network (university)  
Computer peripheral equipment  
Fax  
Personal computer  
Photocopier

**Supervises: Level:**

Leads employees performing similar work on a project basis.  
Leads one or more employees performing similar work.  
May oversee student, temporary and/or casual workers.

**SIGNATURES:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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