



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Account Technician

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|---------------------------------------|---------------------------------------------|
| Title of Immediate Supervisor: | Supervisor of Accounting |
| Department/Division: | Office of State Court Administrator/Finance |
| Pay Grade/FLSA Status: | 10 / Non-Exempt |
| Job Titles Accountable For: | None |

General Summary or Purpose

The Account Technician is responsible for a variety of accounting and clerical tasks involved in maintaining journals, ledgers and other financial records.

This classification represents the entry-level classification within the series. Positions assigned to this classification follow accounting routines and processes established by other accounting positions but still require specialized training and experience to perform the requirements of the job. The Account Technician differs from the Accountant Analyst in that the former classification requires more extensive accounting experience.

Major Responsibilities & Essential Functions

1. Verifies invoices, travel vouchers and requests for payment, prepares abstracts for payment and distributes checks to payees. Classifies disbursements, posts charges to accounts and maintains accounts payable and journal records.
2. Organizes, maintains and disburses monthly accounting reports. Identifies, researches and resolves accounting discrepancies. Develops, prepares, and analyzes budget-related reports and supporting accounting reports. Assists in the preparation of budget documents. Assists in organizing data for federal grant reports.
3. Develops and maintains official personnel records. Prepares and processes payroll. Processes vacation and sick leave.
4. Verifies and processes interdepartmental billings and requests payment from OMB. Verifies on-line deposits of funds to State Treasurer.
5. Maintains inventory of supplies, materials and fixed assets of the supreme and district courts. Reviews and processes purchase requisitions and purchase orders for supplies, furniture and equipment needs. Reviews and submits jobs requiring production for inventory reports. Assists with year end inventory management. Manages surplus property and equipment.
6. Drafts correspondence and assists with telephone inquiries from district court personnel.
7. Coordinates installation of telephone system and data cables and repairs of telephone system within the supreme court.
8. Maintains information on state vehicles in district offices, including mileage, new vehicles and maintenance. Submits billings to the motor pool. Schedules defensive driving training for all personnel driving state vehicles.
9. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires a high school diploma and two years of accounting experience or related job experience; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certifications or Licensing Requirements: (prior to job entry)

None.



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Knowledge Requirements

- Knowledge of principles, methods and practices of accounting.
- Knowledge of departmental accounting and financial procedures and related laws.
- Knowledge of word processing, electronic spreadsheet, database and payroll software.
- Knowledge of the judiciary's administrative procedures and policies as impacts the duties of this classification.

Skill Requirements

- Accounting skills relevant to daily operations of the fiscal department in the State Court Administrator's Office.
- Skilled in the use of word processing, electronic spreadsheet, database and payroll software.
- Ability to proficiently use required software programs.
- Math skills associated with accounting and payroll procedures.
- Written and verbal communication skills to respond to inquiries and provide information to court personnel.

Physical Requirements

- The essential functions of the job typically require: sitting, stooping, crouching, kneeling, standing, walking, climbing, talking, hearing, seeing, feeling, reaching, and fingering requirements or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Employee is exposed to few, if any, adverse environmental conditions.
- Physical requirements can typically be characterized as **Light**: Work involves exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. frequently, and/or a negligible amount of force constantly to move objects.

Job Classification History

- Account Technician was last reviewed and updated 12/10/97 by North Dakota Unified Judicial System. Classification description revised and updated 3/1/01 by BCC.
- Minor changes approved by Supreme Court on 2/1/14.
- On 7/30/14, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.
- Eliminated payroll and benefit duties 10/1/22.