

B1C – ACCOUNTING TECHNICIAN

February 3, 2005

Title/Class Code	Education and Experience	Substitutions
ACCOUNTING TECHNICIAN I B1C1TX	One year of clerical or technical accounting or bookkeeping.	One year of bookkeeping or technical accounting experience other than that listed may substitute for the required experience. One year of college, university or non-correspondence business school which included nine (9) semester credit hours of accounting can substitute for the required experience.
ACCOUNTING TECHNICIAN II B1C2XX	Two years of technical accounting experience.	Two years of bookkeeping or technical accounting experience other than that listed may substitute for the required experience. Two years of college, university or non-correspondence business school which included eighteen (18) semester credit hours of accounting or bookkeeping can substitute for the required experience.
ACCOUNTING TECHNICIAN III B1C3XX	Three years of technical accounting experience.	Three years of bookkeeping or technical accounting experience other than that listed may substitute for the required experience. Two years of college, university or non-correspondence business school which included eighteen (18) semester credit hours of accounting can substitute for up to two years of the required experience.
ACCOUNTING TECHNICIAN IV B1C4XX	Four years of technical accounting experience including one-year experience in training or providing lead work to others in the technical accounting area or revising procedures and developing processing steps. (Acct Tech III).	Three years of bookkeeping or technical accounting experience other than that listed may substitute for the required general experience but not for the one year of training, lead work or procedures development experience. Two years of college, university or non-correspondence business school which included eighteen (18) semester credit hours of accounting can substitute for up to two years of the required general experience but not for the one year of training, lead work or procedures development experience.