



Position: Accounting Technician	Position Number:
Department/Site: Business Services	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Accounting Manager	Salary Range: 25

DESCRIPTION:

Under the direction of the Accounting Manager or other assigned supervisor, perform complex accounting duties involved in the preparation and maintenance of financial records and reports for such areas as payroll, accounts payable, accounts receivable, categorical funds, and cashiering.

REPRESENTATIVE DUTIES

The following is a list of duties that are representative of the position and include, but are not limited to, the following:

- Prepare various accounting and financial records for District accounts such as accounts payable, accounts receivable, categorical funds, and payroll.
- Review and assure posting to proper account and ledger; enter inventory, financial, and statistical data to proper account; adjust accounts as needed.
- Provide comprehensive oversight of the general ledger; prepare reports.
- Prepare and code journal vouchers; verify and reconcile warrant listings; assure proper budget codes are posted to payroll, accounts payable, and other records.
- Prepare warrants, invoices, time records, purchase orders, and similar documents; collect and distribute as appropriate.
- Perform a variety of complex calculations and financial and statistical record-keeping utilizing databases and spreadsheets as appropriate; verify accuracy of financial and numerical data and follow-up on issues of inaccuracy and discrepancy.
- Review and verify various fund claims; audit expense claims and process for payment.
- Prepare accounting and statistical reports; prepare remittances and reports for various governmental agencies.

- Assure payments, receipts, and documentation are in accordance with District, county, state, and federal laws, regulations, and procedures.
- Verify, balance, and adjust accounts; reconcile expenditures and income accounts.
- Prepare a variety of District financial and statistical records; prepare and process a variety of financial and statistical documents.
- Review budget records and post receipts and expenditures according to established procedures; verify proper authorization, account codes and availability of funds for requisitions; post to proper computerized account and process as appropriate.
- Monitor and maintain account balances; prepare related reports as assigned; maintain a variety of files.
- Interpret, explain and apply appropriate rules, regulations, and practices; provide information to District employees, vendors, and others.
- Reconcile account balances and bank statements.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods, procedures, and terminology used in assigned accounting duties.
- Financial and statistical record-keeping techniques.
- Accounting practices and procedures.
- Modern office practices, procedures and equipment.
- Laws, rules and regulations related to assigned activities.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Basic operation of standard office machines.
- Telephone techniques and etiquette.
- Operation of a computer and applicable software.

Skills and Abilities to:

- Perform complex accounting procedures in the maintenance of assigned accounts.
- Prepare and maintain accurate financial and statistical records.
- Verify, balance, and adjust accounts.
- Process and record accounting transactions accurately.
- Operate a computer and applicable software.
- Prepare financial statements and other technical financial reporting documents.
- Operate office equipment such as a calculator, typewriter, and copier.
- Plan and organize work.
- Work confidentially with discretion.

- Add, subtract, multiply, and divide quickly and accurately.
- Learn, apply, and explain policies, procedures, rules, and regulations.
- Answer telephones and greet the public courteously.
- Type at an acceptable rate of speed.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE

- Graduation from high school supplemented by college-level coursework in accounting, and
- Two years of experience in the preparation and maintenance of payroll, accounts payable, or other financial records.

Licenses and Certifications:

- Possession of an appropriate, valid California Driver's License, and evidence of insurability

WORKING CONDITIONS:

Environment:

Office setting with a combination of private offices and cubicles of co-workers in the same room, servicing the accounting needs of other employees and students.

Physical Effort: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position, including sitting at a computer for long periods of time.
- Manual dexterity sufficient to write, use telephone, and business machines for extended periods of time
- Vision sufficient to read printed materials
- Hearing sufficient to conduct in person and telephone conversations (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance or on the telephone
- Physical mobility sufficient to move about the work environment
- Physical tolerance to be exposed to dust, pollen, and other aspects of indoor office air.