

San Diego County Office of Education  
Personnel Commission

**CLASS TITLE: LEAD ACCOUNTING TECHNICIAN**

**DEFINITION:**

Under general direction, performs complex and difficult accounting procedures related to the Accounts Receivable, Audit, School Business and Financial Reporting functions.

**TYPICAL TASKS:**

Essential Duties

Plans, organizes, assigns, and reviews the work of assigned staff and reviews output for accuracy, completeness, and adherence to time schedules.

Performs accounting functions related to deposits and accounts receivable reporting.

Trains staff on use of the computerized accounts receivable system; maintains general, income, and expenditure ledgers; distributes federal and state apportionments.

Compiles data for special and regular financial reports.

Reconciles bank statements; prepares documentation for specialty audits and annual external audit; coordinates specialty audits with granting agency and county office staff and assists with the coordination of the annual external audit.

Monitors and interprets new and existing state and federal laws and regulations for categorical program reporting.

Performs a variety of research and analysis and prepares recommendations.

Prepares a variety of complex fiscal, statistical, cost accounting data, and governmental claims.

Reviews provisions of program guidelines/contracts to ensure expenditures are made in accordance with provisions.

Explains SDCOE policies and procedures related to accounting principles and accounts receivable functions to staff and others, as required; provides input for the design and development of system specifications for on-line systems and assists with the implementation of systems.

Designs, develops, and implements new and revised work procedures; coordinates the implementation of cost- and time-saving procedures.

Prepares and revises SDCOE procedures related to assigned functions.

Conducts inservice training programs to familiarize SDCOE staff with procedures and requirements.

Confers with district staff at all levels concerning accounting provisions and financial reporting requirements.

Participates in the selection, training, and evaluation of assigned staff.

Non-Essential Duties:

Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:** accounting principles and procedures; California State Accounting Manual, California Education Code sections related to the accounts receivable, audit, school business and financial reporting functions and the Uniform Commercial code; accounting clerical methods, forms and techniques; office practices and procedures related to processing and recording transactions of accounting or bookkeeping information and knowledge of the general purpose and functions of equipment and its applications to accounting and budgeting processes.

**ABILITY TO:** apply accounting principles and procedures; interpret and analyze transactions related to accounting codes and classifications; draw logical conclusions, and make appropriate recommendations; accurately organizing fiscal and statistical data computer printouts and reports; make arithmetical computations accurately; operates standard office equipment operate a computer for word and data processing; identify and reconcile differences within the recordkeeping system; follow oral and written instructions; utilize a computer and software; communicate effectively orally and in writing; establish and maintain cooperative relations with all levels of staff, district personnel and the public; work under pressure; handle multiple assignments and train staff

**EXPERIENCE AND EDUCATION:**

Completion of college-level coursework or comparable business school training in accounting, finance, or business administration, or closely related field, and a minimum of two years experience performing lead responsibilities in a computerized accounting environment, preferably in accounts receivable, auditing, bookkeeping principles including collecting, classifying and summarizing fiscal transactions, maintaining entry accounts and preparing periodic statements and financial reports in a school district or County Office of Education.

**WORKING CONDITIONS:**

**ENVIROMENT:** Office setting.

**PHYSICAL ABILIITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

**DISTINGUISHING CHARACTERISTICS:**

The class of Lead Accounting Technician acts as a technical lead to staff in the more complex and highly responsible accounting support functions in the accounts receivable, audits, school business and financial reporting procedures and requirements.

Established: November 2011

Approved by the Personnel Commission: November 16, 2011