

## ACCOUNTING TECHNICIAN

**Reports to:** Varies according to assignment

**Division:** Varies according to assignment

### **Our ideal candidate**

You are a dependable professional with well-developed communication skills. You work efficiently, with strong attention to detail and accuracy, and can prioritize tasks in order to meet established deadlines. You are a problem-solver with a “can-do” attitude, and have the ability to work independently as well as collaboratively on teams. You adapt to evolving work methods and activities, incorporate new and effective ways to achieve better results, and take ownership of the tasks and responsibilities of the position. You are committed to providing the best service possible to the Santa Barbara County Education Office, school districts, and employees.

### **General description**

Under general supervision, perform a variety of complex and technical budget and accounting duties in support of an assigned program or centralized function; maintain, review, audit, and adjust assigned accounts; process, record, and audit various transactions; prepare, reconcile, and maintain a variety of financial records, reports, and statements.

### **Specific duties and responsibilities**

1. Perform a variety of complex and technical budget and accounting work in support of an assigned program or centralized function; provide technical accounting support for various programs, accounts, funds, grants, or functions.
2. Maintain, verify, and audit assigned accounts, and make appropriate adjustments; match, sort, check, code, and post a variety of financial data such as income, expenditures, and transfers; review, adjust, and assure accuracy of ledgers and journal entries; balance, adjust, and reconcile accounts.
3. Prepare, process, verify, evaluate and audit a variety of financial transactions and related documents such as purchase orders, reimbursements, deposits, claims, requisitions, credit memos, warrants, and invoices; calculate, prepare, and assure accuracy of incoming and outgoing payments; assist in assuring transactions comply with established standards and requirements.
4. Provide accounting support to assigned program by responding to inquiries and providing technical information related to accounts, budgets, transactions, records, laws, regulations, policies, and procedures; communicate with staff of SBCEO and outside agencies to exchange needed information and resolve issues or concerns.

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5. Research, compile, prepare, verify and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports, statements and files related to accounts, income, expenditures, funds, budgets and assigned activities.
6. Distribute, receive, process, audit, and evaluate a variety of forms, such as time sheets, invoices, and reimbursement claims; compare and reconcile forms, statements, records, reports and other financial documents; identify errors, make corrections, and resolve discrepancies.
7. Process accounts payable as assigned; prepare, audit, and code invoices for payments; assure accuracy and completeness of invoices; verify invoices and match with purchase orders and other documents; maintain contact with vendors to modify and clarify invoices and resolve discrepancies.
8. Perform a variety of duties related to purchasing materials, equipment, and supplies for an assigned program as required, including researching cost and availability of items; ordering, receiving, storing, and distributing supplies and equipment; coordinating with vendors on item specifications, delivery issues, price, and returns; and monitoring and maintaining adequate inventory levels of supplies and equipment.
9. Use a variety of software programs and databases to: establish and maintain records and files; initiate queries, develop spreadsheets, and generate a variety of computerized reports and statements; assure accuracy of input and output data.
10. Calculate, prepare, and revise budgetary data as directed; monitor funds for income and expenditures; assist in assuring expenditures comply with established requirements; provide recommendations concerning budget preparation, development, revisions, and amendments; prepare and review budget actions; assure availability of funds.
11. Maintain fiscal calendars and timelines as required; assist in assuring mandated reports, records and data are completed and submitted to appropriate agency or staff according to established timelines; provide technical support with year-end closing, new fiscal year and related financial functions.
12. May serve as leadworker over Accounting Assistants.
13. Perform related duties as assigned.

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### **Requirements**

**Education:** Possession of an associate's degree in accounting, business, or related field preferred.

**Experience:** Three years of experience performing clerical accounting or bookkeeping duties. Experience in a public sector or public school setting is preferred.

### **Knowledge of:**

- Methods, procedures and terminology used in technical accounting
- Financial record-keeping practices
- General accounting and business functions of an educational organization
- Policies and objectives of assigned programs and activities
- Arithmetic, including percentages and fractions
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Databases and enterprise financial systems
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette

### **Ability to:**

- Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures
- Learn methods, procedures, and terminology used in grant accounting
- Work with speed and accuracy
- Make accurate arithmetical computations
- Use and achieve proficiency with a variety of computerized accounting, enterprise, and other software programs
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with others
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive materials

### **Licenses and certificates**

Some positions in this classification may require possession of a valid California driver's license. Occasional local travel may be required.



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**Working conditions**

An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.

**Series**

Fiscal/Business

**Salary range 72**

*Approved by the Personnel Commission:*                      July 20, 2005  
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