

## **ADULT EDUCATION ACCOUNT TECHNICIAN**

### **DEFINITION:**

Under the general supervision of the principal and Director of Fiscal Services, perform complex technical work in the development, monitoring, control, and analyses of specific Adult Education categorical budgets, including the California Adult Education Programs (CAEP), Workforce Innovation and Opportunity Act, Title II, CalWORKs, fee-based courses, and various Grants. Work in cooperation with the state and federal programs. Prepare federal, state, and other reports related to Adult Education programs; assist in the development and implementation of improved budget procedures for the monitoring of Adult Education budgets and programs. Prepare and monitor payroll. Prepare and monitor purchase orders. Do other related work as required.

### **QUALIFICATIONS:**

**Experience:** Two years of increasingly responsible fiscal experience, preferably including some financial or accounting experience in a California school district adult school and state allocation, and federal grant funding.

**Education:** Equivalent to completion of the twelfth grade.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents in this class are responsible for meeting crucial deadlines, working independently and applying program guidelines in the performance of their assigned tasks.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare, monitor, and submit annual and quarterly expenditure and claim reports to various Adult Education state and federal funding programs. Prepare and monitor the annual Adult Education program budgets.
- Perform calculations as needed to project and revise the Adult Education program budgets: income and expenditures for submission to the Fiscal Services Department.
- Monitor all budgets using financial reports and maintain spreadsheets in compliance with State and Federal regulations. Uses monthly, quarterly, and annual financial reports to monitor accuracy and appropriateness of budgeted and expended amounts.
- Perform monthly financial analyses to help prevent over-expenditures and then advise the principal if a budget revision or reduction in expenditures is necessary. Make proper journal entries and transfer vouchers to maintain integrity of funds.
- Prepare end of year reconciliation of fiscal reports for state and federal funding.
- Track spending in all categories and resource codes.
- Monitoring spending and invoicing of Grants or other special funding. Collaborate with Grant funding agencies in regards to appropriate use of funds and guidelines for reporting.
- Track invoices and payments to vendors. Set-up POs with vendors.
- Prepare and submit monthly time sheet processing and code timecards to appropriate funding source.
- Set-up and maintain accounting records for receipts and expenditures, count, record, and deposit monies, post receipts and expenditures to proper accounts.
- Monitor cash balance, reconcile cash accounts, and make appropriate transfer of funds to maintain the integrity of the funds, reconcile monthly bank statements.
- Itemize code and balance ASAP payments with bank statement. Code each bank transaction under the correct resource for district office.
- Work cooperatively with external auditors to gather data for their review. Assist with Federal Program monitoring.
- Review purchase requisitions, warehouse purchases, travel requisitions, personnel action forms, and other Adult Education forms to determine availability of funds available and correctness of coding.
- Maintain accurate fiscal records for budgets including Time Accounting forms.
- Assist with special projects as required.
- Perform other duties as are reasonably related to the position and that are consistent with the knowledge, skills and abilities required for the job.

**ADULT EDUCATION ACCOUNT TECHNICIAN****KNOWLEDGE:**

- Applicable laws, codes, regulations, standards, policies, and procedures
- Methods and practices of budgetary and financial record keeping for adult schools
- General accounting principles and procedures, preferably including California adult school budgeting and accounting
- Understanding of Adult Education program requirements and program guidelines
- Modern office methods and procedures
- Computer application programs for accounting, databases, and word processing, including but not limited to, Microsoft Excel, Microsoft Word, and financial software specific for Adult Education reporting

**ABILITIES AND SKILLS:**

- Plan, prioritize, and organize work to meet deadlines, schedules, and timelines
- Perform responsible clerical work without continuous supervision
- Make arithmetical calculations with speed and accuracy
- Analyze and interpret fiscal records and documents
- Prepare accurate financial summaries and reports
- Communicate effectively, both orally and in writing
- Understand and carry out difficult oral and written instructions
- Work cooperatively with those contacted in the course of work
- Operate modern office equipment

**PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.