



Excellence for all.

Job Title: Accounting Technician

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of the Assistant Director of Finance and/or assigned designee, participate in the work of the Business Office; conduct accounting analysis; perform the more difficult and complex clerical accounting duties; prepare and maintain a variety of financial records, statements, and reports. The Accounting Technician classification involves responsibility for accounts on a District-wide basis. The work involves more account analysis, greater understanding of accounting practices and overall accountability for assigned accounts. The Accounting Assistant classification performs diversified accounting work with independent responsibility for assigned accounts within an accounting function or department. Incumbents are cross-trained and may be rotated to such functions as accounts payable, payroll and accounts receivable.

Distinguishing Characteristics:

The Accounting Technician is the journey level class in the accounting job family series. Incumbents in this classification perform diversified accounting work with independent responsibility for assigned accounts within an accounting function or department. Incumbents are cross-trained and may be rotated to such functions as accounts receivable and payable. The Accounting Technician classification is distinguished from the Accounting Assistant position by the level of responsibility and involves more account analysis, greater understanding of accounting practices and overall accountability for assigned accounts and serves as a lead in payroll functions.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Oversee and participate in the processing of payroll including electronic entry from time sheets, resolving discrepancies in the balancing and verification of payroll warrants, balancing and preparation of federal and State tax forms and deposits and maintenance of employee payroll records.
- Establish schedules and methods for providing accounting services; implement policies and procedures.
- Assist in maintaining automated journals and ledgers of income, expenditures and encumbrances for assigned accounts.
- Prepare and verify warrants, payrolls, invoices, time records, requisitions and other fiscal documents.
- Open, verify, balance and adjust accounts; correct irregularities; resolve discrepancies.
- Prepare payroll related reports required by governing agencies.
- Respond to inquiries from District employees concerning pay, travel claims, purchase orders, conference attendance applications and other business office inquiries; resolve conflicts.
- Monitor and report payroll expense variances.
- Provide data for annual budgets and maintain budget records; identify accounts overspent; assist in budget forecasting.
- May complete accounts receivable and payable functions; accounts for Board approved cash donations; deposit money

and complete documentation for the County Office.

- Prepare a variety of financial reports and statements through the use of computerized spreadsheets.
- Perform special financial, statistical and analytical surveys and studies as assigned including account analyses.

Other Duties:

- Perform other duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Modern and technical accounting principles, practices, and procedures.
- Modern bookkeeping principles, practices and procedures.
- Principles and procedures of financial record-keeping and reporting including automated financial recordkeeping.
- Methods and principles of budgeting
- Modern office practices, procedures and equipment.
- Applicable sections of the State Education Code and other applicable laws.
- District organization, operations, policies and objectives.
- Basic methods and principles of budgeting and accounting.
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Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Perform complex financial record-keeping duties.
- Prepare a variety of financial reports and statements.
- Independently perform complex analytical duties.
- May assist with training of clerical accounting staff.
- Establish and maintain accounting and bookkeeping records and files.
- Gather, organize and analyze financial data.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Meet schedules and timelines.
- Plan and organize work.
- Read and interpret computer printouts.
- Operate office machines including a computer and ten-key calculator.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: High School diploma and two years of college-level course work in accounting and four years of experience in accounting clerical activities. Successful completion of the Merit examination process is required.

Working Conditions:

Environment: Office Environment

Physical Demands: Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information in person or on the phone. Sitting for extended periods of time. Seeing to read a variety of financial materials.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 128

Revised: Standard Education/Exp language 9/27/17

Personnel Commission Classification/Compensation Study Approved: July 12, 2023

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