



Job Description

POSITION TITLE: Accounts Control Technician #2450
Business Services

SALARY PLACEMENT: Classified Salary Schedule
Range 39

SUMMARY OF POSITION:

Under general direction of management personnel, maintains effective control of funds and accounts in the county treasury. Performs a variety of complex technical activities involved in auditing school district accounts payable records and reports, preparing spreadsheets and related fiscal reports, and processing of warrants, deposits, and monthly apportionments. Provides assistance with the preparation and maintenance of financial reports, and accounting records. Does related work as required.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:

A High School diploma or equivalent of the completion of the twelfth grade, supplemented by course work or training in accounting or bookkeeping obtained through a community college, trade, or correspondence school. May be substituted by experience of a closely related nature. Two years of experience in accounting or bookkeeping.

DESIRABLE QUALIFICATIONS:

Three years' experience in accounting or bookkeeping. Knowledge of principles, practices, and procedures of accounting; modern office practices and procedures; data processing; proper English usage; good record-keeping techniques. Advanced Microsoft Excel experience. Experience working in a school district or county office of education.

KNOWLEDGE, SKILLS, AND/OR ABILITIES:

Knowledge of:

- basic principles, practices and procedures of accounting, payroll, accounts payable and accounts receivable
- modern office practices, procedures, and equipment
- record-keeping techniques
- assigned software
- interpersonal skills using tact, patience, and courtesy

Ability to:

- operate a computer
- maintain accounting and financial records
- perform mathematical calculations quickly and accurately
- understand and follow oral and written directions and document work practices
- learn to interpret, apply, and explain rules, regulations, policies, and procedures
- assist in compiling, analyzing, and reconciling large volumes of financial and statistical information and data with exceptional attention to detail
- ensure that assigned tasks are completed within established time or reporting deadlines
- be flexible and receptive to change.
- maintain records and prepare reports
- establish and maintain cooperative and effective working relationships with others

Possess:

- oral and written communication skills

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Prepare and maintain necessary reports that relate to specific functions assigned.
2. Receive and process daily revenue deposits from local education agencies.
3. Receive, analyze, and accurately post all transactions that involve the county treasury, such as revenues, expenditures, and interfund transfers.
4. Follow protocol for processing complex routine and non-routine transactions such as, State Apportionments, property taxes, journals from the County Treasurer, and wire transfers. Participates in the development and revision of protocols as needed.
5. Compute and prepare journals and correcting documents, including county journals.
6. Analyze and assign codes in accordance with state reporting and local management requirements.
7. Audit and approve commercial warrants for local education agencies, communicating discrepancies or issues.
8. Prepare and processes warrants.
9. Implement the department's role in the positive pay process, distribute warrants, send files to the bank, analyze and resolve exceptions, and process outlawed warrants.
10. Reconcile and balance a multitude of funds and accounts across multiple agencies.
11. Develop and maintain financial and control spreadsheets to calculate, reconcile, and report financial data related to assigned duties.
12. May assist in the preparation of necessary documents and the processing and issuance of regular and supplemental payroll.
13. Plan and monitor timelines to meet strict deadlines set by internal departments and external agencies.
14. Analyze computer readouts for accuracy.
15. Communicate with internal and external customers served by the department.
16. Answer telephone, take messages, provide information.
17. Copy, fold, sort and distribute material.
18. Prepare reports, forms, and documents for submission to appropriate agencies.
19. Use current technology and equipment to generate spreadsheets, reports, and correspondence.
20. Maintain departmental fiscal/accounting records and transactions related to area of specialization.
21. Maintain strict confidentiality on all matters.
22. Mentor new hires and provide ongoing support and cross training to team members.
23. Perform other related duties.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and walk for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in an office setting, and come in direct contact with SJCOE staff, parents, students and the public-at-large.

