



Job Description

POSITION TITLE:	Account Technician II	# 2115
SALARY PLACEMENT:	Classified Salary Schedule Range 32	

SUMMARY OF POSITION:

Under general direction of management personnel, performs accounts payable duties; prepares and processes journal and budget entries; processes various financial reports and accounting records; analyzes financial data; prepares records and reports as well as independent judgment and problem-solving skills to be fully exercised in relation to assigned areas of responsibility. Does related work as required.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Possess 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.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

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

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of: Basic principles, practices and procedures of accounting, accounts payable and accounts receivable. Modern office practices, procedures, and equipment. Record-keeping techniques. Oral and written communication skills. Operation of a computer terminal. Interpersonal skills using tact, patience, and courtesy.

Ability to: Maintain accounting and financial records. Perform mathematical calculations quickly and accurately. Understand and follow oral and written directions. Learn to interpret, apply, and explain rules, regulations, policies, and procedures. Assist in compiling and analyzing financial and statistical information and data. Maintain records and prepare reports. Establish and maintain cooperative and effective working relationships with others. Operate a variety of office equipment such as computer terminals and calculators. Responsible for ensuring that assigned tasks are completed within established time or reporting deadlines. Be flexible and receptive to change.

DISTINGUISHING CHARACTERISTICS:

The Account Technician series represents the paraprofessional accounting positions. The Account Technician I is responsible for a set of accounts typically involving reconciliation of financial data. The Account Technician II is responsible for a complete set of accounts such as accounts payable for the County Office and/or local school districts. The Account Technician III maintains complete sets of accounts for major programs assuring accuracy and timeliness of fiscal information for County Office, multiple programs, or school district data. Work involves analysis of data and preparation of journal entries.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Perform accounting and budgetary duties related to a particular function and assigned by the department.
2. Prepare and maintain necessary reports that relate to specific functions assigned.

3. Post checks, assemble, tabulate, audit and compare statistical and financial data, enter data into computer.
4. Reconciles and balance accounts.
5. May assist in the preparation of necessary documents and the processing and issuance of regular and supplemental payroll.
6. Compile summaries of detailed statistical data analyzing information and data. edits computer readouts for accuracy.
7. Prepare journals, correcting documents, accounting, and expense distribution sheets.
8. Complete forms and documents.
9. Compute and prepare journals, processes warrants.
10. May communicate with agencies and personnel being served by the department and agencies and personnel performing services for the department.
11. Maintain necessary files and records.
12. Answer telephones, take messages, and provide information.
13. Copy, fold, sort and distribute materials.
14. Prepare financial and statistical reports; collect and compile information for reports.
15. Use current technology and equipment to generate spreadsheets, reports, and correspondence.
16. Perform related work as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit 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 a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.