

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

ACCOUNTING TECHNICIAN

DEFINITION:

Under general supervision of Director of Internal Fiscal Services or designee, the Accounting Technician performs a variety of accounting tasks to compile, prepare, review and verify financial and statistical records in providing services to the Yuba County Office of Education, Yuba County school districts and other contracted public agencies. Performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Director of Internal Fiscal Services or Designee

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounting Functions:

- Performs general accounting procedures in the preparation of financial documents, records and reports.
- Prepares banking deposits and enters into general ledger.
- Prepares and processes purchase orders.
- Reviews printed checks and matches with check register and assists with the review of payroll.
- Prepares P1, P2 and Annual Tax Revenue Report.
- Enters journal entries for employee credit cards into the financial system and balances credit card expenses to statements paid.
- Verifies receipts of all County Auditor reports for YCOE and the school districts and disseminates the reports.
- Initiates and prepares the payments of payroll taxes for YCOE and the school districts.

Auditing Functions:

- Monitors accounts receivable and accounts payable.
- Verifies bank deposits and balances.
- Audits and verifies purchase orders, expense claims and invoices.
- Ensures accountability of internal records and controls.
- Analyzes account codes and makes necessary corrections.
- Audits and verifies claims, retirement reports and payments for compliance with budget constraints, rules and regulations.
- Reconciles tax revenue received to the County Auditor reports.
- Reconciles printed checks for accuracy to supporting documentation.

Budget Maintenance:

- Assists program/department in budget development.
- Develops, recommends and prepares budget revisions, reports, journals and invoices.

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

ACCOUNTING TECHNICIAN

- Verifies funds available in various budgets.
- Transfers funds and assists with year-end closing activities as requested.

Office/Technical Support:

- Communicates with and provides technical support to both internal and external clients by collecting and providing specialized information, answering questions and assisting clients in interpreting and following proper accounting procedures.
- Assists with training other staff in complying with proper procedures, rules and regulations.
- Travel to government buildings for County business.
- Researching a variety of data related to accounting problems.
- Maintains inventory of equipment and fixed assets.
- Files, scans, and archives accounting records.
- Types and distributes the operations calendar for YCOE and the school districts.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- High school diploma or equivalent is required.
- Formal education or training and experience at a level sufficient to provide the ability to understand and perform duties comparable in complexity to those listed herein
- College level course work in accounting or public agency accounting experience is preferred.

Knowledge of:

- Principles, procedures and terminology of accounting, auditing, and financial record keeping.
- Basic computer operations related to financial applications.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Creates, organizes, maintains and updates a variety of complex files and records utilizing computer database programs, spreadsheet programs and manual systems.
- Maintains an audit trail of documents and records.
- Creates report formats and prepares necessary accounting and financial reports based on retrieved data as requested.
- Develops and maintains spreadsheets, journals, ledgers, logs, worksheets and other records.
- Performs mathematical calculations quickly and accurately.
- Applies a variety of laws, rules and regulations and manuals to provide support.

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

ACCOUNTING TECHNICIAN

- Operate a variety of standard office machines including copiers, calculators, facsimile machines and computers.
- Communicate effectively in both oral and written form.
- Conduct basic research.
- Set up and maintain database files to create spreadsheets and other related forms and documents.
- Set up and accurately maintain a variety of accounting and financial records.
- Detect and correct errors or omissions.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the program/department.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and Establish and maintain cooperative working relationships with those contacted during the course of work.

Physical Requirements:

- Bending at the waist,, kneeling or crouching; climbing or balancing on a step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions.

Licenses and Certificates:

- Valid California Driver's License
- Provide proof of automobile insurance, if driving personal vehicle for work.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

ACCOUNTING TECHNICIAN

Salary Range: E

Approval Date: August 15, 2024