



Job Description

Marin County Office of Education

Accounting Technician

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Accounting Technician is done for the purpose/s of assisting with accounting transactions and adjustments; monitoring status of transactions and related financial activity; processing and reviewing financial data and information; supporting maintenance of vendor/contractor accounts; assisting with research of discrepancies; and, transporting, receiving, and/or delivering financial documents or materials.

This Job reports to Assigned Supervisor

Essential Functions

- Assists with accounting transactions and adjustments as directed (e.g. credit memoranda, undocumented purchases/invoices, returned or refunded checks, etc.) for the purpose of providing support for completing transactions, identifying appropriate actions and/or complying with established financial procedures.
- Assists with researching discrepancies in financial information, transactions, and/or documentation for the purpose of identifying and correcting discrepancies, ensuring accuracy, and adhering to established procedures.
- Monitors status of transactions and related financial activity (e.g. payment histories, partial payments, past due charges, encumbrance changes, etc.) for the purpose of ensuring allocations are accurate and fiscal practices are followed.
- Participates in unit meetings, in-service trainings, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written and electronic financial information and reports as needed (e.g. sales tax, 1099's, etc.) for the purpose of conveying information, and complying with established financial, legal, and/or administrative requirements.
- Processes and reviews financial data and information (e.g. invoices, account statements, credit cards, open purchases orders, etc.) for the purpose of ensuring accuracy, updating and distributing information, authorizing for action, complying with various payment timetables, and/or complying with established accounting practices.
- Responds to inquiries from a variety of sources (e.g. other employees, auditors, etc.) for the purpose of facilitating communication and/or providing information and/or appropriate referral.
- Supports maintenance of vendor/contractor accounts for the purpose of maintaining appropriate information, signatures, and other supporting information.
- Transports a variety of items (e.g. bank deposits, mail, records/files, supplies, etc.) for the purpose of receiving and/or delivering materials as required.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying county, state and federal policies and regulations; operating standard office equipment including utilizing pertinent software applications; preparing and maintaining accurate records; and performing accurate accounting procedures.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles, practices, and terminology of financial and statistic record keeping; accounting/bookkeeping principles; accounting data-entry practices; computer-aided accounting systems; and applying pertinent codes, policies, regulations and/or laws;.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: working with detailed information/data; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; maintaining confidentiality; and, developing and maintaining effective working relationships.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Education (Preferred): Post-secondary or Business School job-related course work

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

None Specified

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Revised Date

Salary Grade

