

**CLASS SPECIFICATION
Accounting Technician**

GENERAL PURPOSE

Under general supervision, performs difficult and responsible accounting support and administrative work in classifying and processing accounting transactions, maintaining and reconciling assigned accounts and compiling, reviewing and verifying data and information to prepare assigned financial and accounting reports; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Accounting Technicians perform difficult and responsible processing, reconciliation, verification, administration and reporting duties. An incumbent in this class is expected to perform these functions in an accurate, timely manner in accordance with legal requirements and sound financial management principles and practices.

Accounting Technician is distinguished from Accountant in that incumbents in the latter class are required to understand and apply professional accounting theories, principles, terms and practices in the preparation and evaluation of financial records, transactions and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Utilizing spreadsheet programs and computer database systems, enters, posts, verifies, handles and retrieves a wide variety of routine to difficult accounting and financial data, reports and information; reconciles and makes journal entries for bank statements, point of sales, employee salaries and benefits, catering, cash receipts and other financial transactions; posts budgets transactions to department accounts; audits and balances accounts; prepares department balance sheets; compiles, generates and distributes required reports, including profit and loss statements; monitors and reconciles department bank accounts, including auditing daily bank deposits and maintaining deposit transmittal forms; researches and resolves data errors, which may require interfacing Information Services, central and site staff and vendors.
2. Develops, reviews, updates and/or distributes a wide variety of specialized reports and spreadsheets; compiles, calculates and verifies data and information from a variety of sources; reviews and audits reports, identifies discrepancies, notifies supervisor and other appropriate sources and ensures that issues are resolved; distributes reports to internal and external sources in a timely manner.
3. Reviews, verifies, audits and processes payables for purchase orders and requisitions; reviews supporting documentation for accuracy, completeness and required approvals; interacts with District staff and vendors to correct errors and resolve discrepancies; makes changes to requisitions and purchase orders as needed; audits and adjusts source documents; monitors department and program budgets and notifies appropriate personnel as needed; generates and balances prelist reports with payments made; researches, pulls and makes copies of invoices and purchase orders needed for reports sent to the County or the state; generates school claims reports and attaches to payments; prepares and maintains vendor files and archives files as needed; answers questions on payables from County staff.

4. Within areas of responsibility, reviews, ensures accuracy and approves account coding, project coding and/or other financial data; identifies and rectifies incorrect codes; informs and educates appropriate staff on correct procedures and codes.
5. Reviews employee travel/mileage reimbursement requests for accuracy and compliance with travel policy; identifies reimbursements that are not in compliance with established District policy or that are incomplete and notifies appropriate parties; processes approved travel/mileage reimbursements; prepares monthly claims reports for state and federal food and nutrition services reimbursements.
6. Assists in preparation of department budget; prepares and revises budget, expenditure and intra-District transfers to ensure department budgets are in balance; attends pre-Board meetings to discuss agenda items that affect department business; attends department budget meetings; processes timecards charged to department budgets.
7. Audits, balances, reconciles and processes utilities statements, including electric, gas, water, telephone and other accounts, some of which may be highly complex; monitors statements for excessive charges; identifies and resolves issues; collects reimbursements from employees for personal telephone calls.
8. Participates in year-end closing procedures; prioritizes workload to comply with County payment deadlines; generates and distributes reports to clear prior year items still unpaid and/or carried over and resolves items according to established procedures; researches, identifies and adjusts all open purchase orders and invoices and determines whether they will need to be carried over to the next year, cancelled or require additional paperwork to resolve; adjusts purchase orders as needed to reflect amounts outstanding; prepares closing entries to close out all accounts payable and receivable accounts.
9. Assists in the review, processing and administration of contract payments for independent contractors and consultant agreements; assists department and site staff in providing information on requirements for the phrasing and preparation of contracts; coordinates with Purchasing department to ensure required steps are taken to ensure a smooth transition in the payment process.
10. Provides accurate and timely information and assistance to internal and external customers; researches and handles daily inquiries from customers on matters related to areas of responsibility; serves as point of contact for County and private auditors during annual audits; as directed, provides training to staff on financial and accounting systems and procedures.
11. Processes work orders for department and site telephone equipment and systems; charges work orders to appropriate budgets; processes warehouse orders; ensures maintenance and upkeep of department equipment.

OTHER DUTIES

1. Attends a variety of meetings and training sessions as required.
2. Performs a variety of administrative and clerical functions in support of department operations; opens and processes department mail; makes conference room reservations; answers, screens and directs incoming calls and takes messages for department staff; orders office supplies; assists administrative and clerical staff as needed.
3. Keeps records of employee absences and ensures employees submit absence reports in a timely manner; prepares appropriate forms and forwards to personnel.

QUALIFICATIONS

Knowledge of:

1. Laws, regulations, rules and District policies and procedures applicable to areas of responsibility.
2. Basic practices and procedures of public accounting.
3. Methods, practices, documents and terminology used in processing accounting transactions and in financial recordkeeping.
4. Basic accounting and internal control policies and procedures.
5. The County's general accounting system and associated systems, practices and procedures for processing accounting information and interpreting data.
6. Standard office practices and procedures.
7. Computer equipment and spreadsheet software standard to the District.
8. Principles and practices of customer service and telephone etiquette.

Ability to:

1. Operate a computer, 10-key calculator and other standard office equipment.
2. Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
3. Perform duties that require high attention to detail and application of rules and specific procedural requirements.
4. Interpret, apply and reach sound decisions in accordance with rules, regulations and department procedures.
5. Make calculations and tabulations and review fiscal and related documents accurately and rapidly.
6. Prepare clear and accurate financial records and reports.
7. Communicate clearly and effectively, orally and in writing, using good business English and appropriate terminology.
8. Understand and follow written and oral instructions.
9. Maintain confidentiality of District documents and records.
10. Establish and maintain effective working relationships with District management, staff, administrators, faculty, vendors, County employees, private auditors and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; completion of some college-level courses in bookkeeping or accounting; and three years of progressively responsible experience in performing financial or statistical recordkeeping. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District management, staff, vendors, County employees, private auditors and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

Board Approved revision 10/2/2008

Board Approval 2/15/2007

Effective 7/1/2007