



JOB TITLE: ACCOUNTING TECHNICIAN

Classification: Classified
Salary Range: 32

Retirement Type: PERS*
Revised, Reallocated and Board Approved: September 13, 2004

BASIC FUNCTION:

Under the direction of the Accounting Director, perform a variety of technical accounting duties in the preparation, maintenance and review of District accounting, budgetary, and fiscal records, documents and reports, assuring accuracy and conformance with established procedures.

The Accounting Technician I classification performs technical accounting duties involving complete responsibility through financial statements for such funds as The Trust Fund and the Associated Students Organization funds.

The Accounting Technician II performs highly technical accounting duties involving complete responsibility through financial statements for such funds as Auxiliary services, Bookstore, Food Services, and Foundation. Accounting Technician II maintains records for the General Fund, Capital Outlay Fund, General Obligation Bond Fund, Self-Insurance Funds, Child Development Fund, Student Financial Aid Fund, Payroll Clearance Fund, and all specially funded programs and projects. Accounting Technician II is responsible for coordination of registration process, maintenance of budget records system, and compilation and filing of all state and federal tax returns.

REPRESENTATIVE DUTIES:

Perform technical accounting and auditing work in the preparation, maintenance and review of District financial records, accounts and reports; assure compliance with applicable rules, regulations, policies and procedures.

Prepare and maintain a variety of difficult financial and accounting records, ledgers and reports; audit accounts as necessary to assure proper internal controls.

Provide information to District personnel regarding audit requirements and accounting records, procedures and errors; answer questions and resolve problems related to assigned programs and accounting functions.

Maintain and monitor assigned accounts; post data and maintain journals and ledgers; reconcile, adjust and balance assigned accounts; audit deposits; and transfer funds as necessary between various funds and accounts.

Audit or advise clerical staff regarding various documents involved in financial transactions, such as invoices, requisitions, purchase orders, warrants, checks and receipts.

Review financial documents to assure accuracy, completeness and compliance with applicable regulations, requirements and established procedures.

Compile information and data and prepare a variety of financial, accounting and budgetary reports and statements.

Review financial reports and computer printouts to assure accuracy and completeness; make corrections and adjustments as necessary.

Provide work direction and guidance to assigned clerical accounting personnel and support staff; assist in selecting personnel and provide input concerning performance as requested.

Coordinate communication and accounting activities with other District departments and personnel, governmental agencies, auditors and vendors.

Operate a variety of office equipment and machines such as personal computer, computer terminal, typewriter, calculator and microfiche reader-printer.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: two years of college-level course work in accounting or related field and two years increasingly responsible experience in the preparation and maintenance of financial records and reports.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Accounting and auditing principles, practices and procedures.

Financial and statistical record-keeping techniques.

Modern office practices, procedures and equipment.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer terminal and personal computer.

Technical aspects of field of specialty.

Oral and written communication skills.

Abilities/Skills:

Perform technical accounting and auditing work in the preparation, maintenance and review of District financial records, accounts and reports, assuring compliance with applicable rules, regulations, policies and procedures.

Apply auditing and financial record-keeping principles.

Prepare financial statements and reports.

Interpret, apply and explain rules, regulations, policies and procedures.

Review and verify data with speed and accuracy.

Process account transactions accurately.

Operate a variety of equipment and machines such as computer terminal, typewriter, calculator and personal computer.

Maintain records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Communicate effectively both orally and in writing.

Work independently with little direction.

Provide work direction and guidance to others.

Use tact, patience and courtesy in interpersonal interactions.

Licenses or Other Requirements:

May require a valid California driver's license.

WORKING CONDITIONS:

Typical office setting.

Dexterity of hands and fingers to operate a keyboard.

Exchange information in person and on the telephone.

Sit for extended periods of time.

Lift and carry up to 25 lbs.

Move from one work area to another as needed.

High volume telephone usage.

Extensive computer work.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.