



## **JOB TITLE: LEAD ACCOUNTING TECHNICIAN**

Classification: Classified  
Salary Range: 34

Retirement Type: PERS\*  
Revised/Board Approved: November 15, 2004

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### **BASIC FUNCTION:**

Under the direction of an assigned supervisor outside of the Fiscal Services Division, perform technical accounting duties in an enterprise (retail) environment. Lead, train, coordinate and provide work direction.

### **DISTINGUISHING CHARACTERISTICS**

The Lead Accounting Technicians direct complete functional areas outside of the Fiscal Services Division. Accounting Technicians perform technical accounting duties in assigned functional areas of ancillary services involving complete sets of books. The Senior Accounting Technician performs complex and difficult duties, assisting in the preparation, maintenance and review of District accounting, budgetary and fiscal records and District reports.

### **REPRESENTATIVE DUTIES:**

Perform technical duties in an assigned area of accounting.

Monitor and coordinate workflow and assure the timely completion of duties assigned to the unit.

Monitor, adjust, reconcile, balance and maintain assigned accounts; record deposits, review transactions and transfer funds according to established procedures.

Assure compliance with District fiscal policies and procedures, applicable laws and regulations and generally accepted accounting principles.

Prepare and review accounting and financial reports for assigned unit; maintain accounting records, ledgers and reports.

Review financial reports and computer printouts to assure the accuracy and completeness of information; detect, trace and correct errors and discrepancies.

Prepare comprehensive financial reports as required by the District, State, or other agency.

Compile, organize, research and verify financial and statistical information for inclusion in various records and reports.

Prepare and process a variety of documents including warrants, invoices, reimbursement claims, receipts, requisitions and other forms and materials involved in financial transactions.

Perform customer service duties including inquiries and problem solving.

Provide information to District personnel, students, vendors and others regarding various accounts, fees and records related to assigned area.

Coordinate communications and accounting activities with other District departments and personnel governmental agencies and private organizations.

Operate office machines and equipment including computer terminal personal computer, typewriter, calculator and copier.

Audit accounting to assure proper internal controls; assist external auditors as assigned.  
Perform related duties as assigned.

**JOB QUALIFICATIONS:**

Education and Experience:

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

**OTHER QUALIFICATIONS:**

Knowledge/Areas of Expertise:

Accounting principles, practices and procedures.  
Financial and statistical record-keeping techniques.  
Modern office practices, procedures and equipment.  
District organization, operations, policies and objectives.  
Oral and written communication skills.  
Applicable sections of State Education Code and other applicable laws.  
Technical aspects of field of specialty including software related to field.  
Interpersonal skills using tact, patience and courtesy.  
Correct English usage, grammar, spelling, punctuation and vocabulary.

Abilities/Skills:

Prepare and maintain complex financial statements and reports related to payroll, financial aid, ancillary services or the ticket office.  
Train and provide work direction to others.  
Assign and review the work of others.  
Prepare and maintain complex financial statements and reports related to assigned areas in ancillary services.  
Analyze situations accurately and adopt an effective course of action.  
Operate standard office machines including calculator, computer terminal, typewriter and copier.  
Add, subtract, multiply and divide quickly and accurately.  
Meet schedules and time lines.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Read, interpret apply and explain rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.

**WORKING CONDITIONS:**

Office environment.  
Sit or stand for long periods of time.  
Lift and carry up to 25 lbs.  
Move from one work area to another.  
Work with a computer for long periods of time.

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