



JOB TITLE: SENIOR ACCOUNTING TECHNICIAN

Classification: Classified
Salary Range: 36

Retirement Type: PERS*
Revised/Board Approved: October 18, 2004

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS

The Senior Accounting Technician performs complex and difficult duties, assisting in the preparation, maintenance and review of accounting, budgetary and fiscal records and District-reports. Accounting Officers direct complete functional areas such as payroll, accounts payable and financial aids accounting. Accounting Technicians perform technical accounting duties in assigned functional areas of ancillary services involving complete sets of books for such areas as Bookstore, ASB and Auxiliary Services.

REPRESENTATIVE DUTIES:

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

Prepare and maintain highly comprehensive financial and accounting records, ledgers and reports.

Provide information to District personnel and other interested parties regarding audit requirements and accounting records, procedures and errors.

Maintain and monitor assigned accounts; compile and post data and maintain journals and ledgers; reconcile, adjust and balance assigned accounts; audit deposits; 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.

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.

Perform related duties as assigned.

JOB QUALIFICATIONS:Education and Experience:

Requires an Associate degree and four (4) years of related experience.

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 techniques.

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 time lines.

Communicate effectively both orally and in writing.

Work independently with little direction.

Provide work direction and guidance to others.

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.