



ACCOUNTING TECHNICIAN, SENIOR

SALARY GRADE: [C1-46](#)

DEFINITION:

Under the direction of an assigned supervisor, perform a variety of responsible clerical accounting duties; maintain financial, accounting and statistical records and prepare reports; review, prepare and process financial, accounting and related documents, reports and materials. Under the direction of an assigned supervisor, perform a variety of technical accounting duties in support of Accounting Services, including areas of accounts payable and/or accounts receivable. Prepare financial reports and monitor and analyze accounts. Implement various accounting procedures for the District. Identify, analyze and resolve problems related to the District's computerized financial reporting system and related accounting issues.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Perform a variety of technical accounting duties in support of Accounting Services including areas of accounts payable and/or accounts receivable.
2. Analyze problems and prepare journal entries for corrections, transfers, revisions and labor reallocations; prepare monthly expense and income reports.
3. Compile and analyze data as assigned, including budgets, expenditures, encumbrances and other accounting related information; review accounting procedures and policies and make recommendations for improvements.
4. Communicate with campus personnel; research and answer inquiries regarding Monthly Expense Reports (MERs); provide guidance and training to campus personnel in understanding MERs.
5. Prepare, post and audit invoices; verify compliance with District policies and procedures; maintain vendor files.
6. Prepare journal entries to adjust invoices, review and verify financial transactions, research problems, monitor reports for accuracy, and input data into the financial reporting system.
7. Maintain allowance for doubtful accounts; collect on outstanding receivables according to established procedures.
8. Oversee the functions of the financial reporting system including tracking, monitoring and informing District accounting staff of system changes and problems; serve as liaison with Data Services to resolve problems; provide training to campus users.
9. Verify accuracy of monthly financial reports; reconcile computerized reports; compile and distribute financial reports.
10. Analyze student enrollments; perform appropriate tuition reimbursements; clear receivables and credit tuition and fees to appropriate accounts.
11. Prepare monthly and quarterly District sales and use tax returns.
12. Prepare and maintain a variety of financial and statistical reports.
13. Assist district staff and outside agencies by providing general information and explaining policies and procedures.
14. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Methods, procedures and terminology used in accounting, auditing and budgeting.
2. Financial analysis and research procedures.
3. Applicable federal, state and district policies, procedures, rules and regulations.
4. Financial and statistical record-keeping techniques.
5. Operation of a computer and assigned software.
6. Oral and written communication skills.
7. Interpersonal skills using tact, patience and courtesy.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Perform responsible accounting work for the accounts receivable activities in Accounting Services. .
3. Perform various district accounting procedures in an accurate manner.
4. Answer questions and resolve problems relating to the district's financial reporting system and accounting issues.
5. Communicate with campus personnel.
6. Maintain accurate financial and statistical records.
7. Verify, balance and adjust accounts.
8. Prepare and analyze comprehensive accounting reports.
9. Operate a computer and assigned equipment.
10. Communicate effectively both orally and in writing.
11. Complete work with many interruptions.
12. Interpret, apply and explain rules, regulations, policies and procedures.
13. Analyze situations accurately and adopt an effective course of action.
14. Meet schedules and timelines.
15. Plan and organize work.
16. Establish and maintain cooperative and effective working relationships with others.
17. Work independently with little direction.
18. Assign and direct the work of others.

Education and Experience

Any combination equivalent to:

1. Associate's degree in business administration, accounting, public administration or related field.
2. Three (3) years increasingly responsible accounting work.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone as well as making presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 30 lbs.

Date Approved: July 2009
EEO Code: H-50