



ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, performs a variety of technical accounting duties; prepares, reviews, verifies, and processes a variety of financial transactions and documents; monitors, reconciles, and audits District financial accounts, records, and systems; prepares financial reports, summaries, and analyses; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Accounting Manager. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a paraprofessional accounting classification. Incumbents perform the full range of technical accounting work, with an emphasis on accounts receivable and cash receipts and disbursements, in addition to performing a variety of recordkeeping, journal entries, reconciliation, and accounting support activities. Incumbents exercise discretion and independent judgment in performing assigned work. This class is distinguished from the Accounting Assistant class series by the level of responsibility assumed and the complexity and difficulty of the work assigned, requiring additional knowledge and experience. This class is further distinguished from the Accountant series in that the latter is a professional level class series requiring the possession of equivalent to graduation from an accredited four-year college or university.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Prepares, reviews, maintains, verifies, and reconciles a variety of difficult and complex accounting and financial transactions and reports; analyzes financial records and reports for accuracy; posts and reconciles journals; prepares journal entries related to accruals, reversals, corrections, expense transfers, prepaid expenses, wire transfers, encumbrance liquidations, labor reallocations, and invoice adjustments.
- Processes information and prepares reports using the District's enterprise resource planning (ERP) and financial reporting systems, as well as standard word processing and spreadsheet software.
- Participates in fiscal year-end close by preparing year-end account balance query reports for specific funds; verifying, balancing, and adjusting accounts; preparing journal entries; researching and reconciling discrepancies; and performing year-end accrual entries for invoices and wire transfers.
- Tracks and monitors changes and problems in the financial reporting system and informs District accounting staff of system status; serves as liaison with other departments to resolve system problems.
- Reviews, prepares, and processes cash receipts and disbursements by counting, verifying, and reconciling cash and check payments and related receipts; researching all sources of revenue; preparing and verifying bank deposits for cash receipts; and securing checks, EFT payments, and other items in department safe.
- Monitors, analyzes, reconciles, and maintains assigned funds and accounts.
- Prepares, posts, and audits invoices; verifies compliance with District policies and procedures.

- Generates correspondence and responds to a variety of customer, vendor, and staff questions and complaints in person and over the telephone; researches and resolves problems; makes appropriate adjustments to accounting data and documentation.
- Generates and assists in the preparation and distribution of monthly, quarterly, and year-end financial summary and technical reports; identifies, analyzes, and resolves problems related to the District's financial reporting.
- Assists District staff and vendors by providing general information, instructions, and training, and explaining policies and procedures regarding accounts receivable, financial reporting, expense transfers, cash receipts and disbursements, computer loan program, sales and use tax, wire transfers, prepaid expenses, and other accounting issues.
- Prepares monthly and quarterly District sales and use tax returns; processes online payments.
- Follows internal control procedures; reviews, recommends, and implements approved internal controls, office procedures, and related systems.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Accounting practices, procedures, concepts, and terminology, especially those relating to accounts receivable, journal entries, and cash receipts and disbursement.
- Business arithmetic.
- Recordkeeping principles and procedures.
- Practices and procedures for receiving, recording, and disbursing payment.
- Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet, office productivity, and specialized software applications.
- District accounting policies and procedures, and Budget & Accounting Manual.
- Principles and practices of data collection, recordkeeping, and report preparation.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Perform detailed technical accounting support work accurately and in a timely manner.
- Prepare, review, verify, and process financial transactions and documents, such as accounts receivable, journal entries, and cash receipts and disbursement.
- Verify, reconcile, balance, audit, and adjust assigned funds and accounts.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze data and situations accurately, identify issues and problems, and recommend effective courses of action.
- Understand scope of authority in making independent decisions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Respond to and effectively prioritize multiple phone calls and other requests for service.

- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic computations.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer and peripherals, printer/copier/scanner, desktop calculator, and a variety of software applications.
- Learn and apply emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from an accredited college or university in accounting, finance, or a related field, and four (4) years of increasingly responsible technical accounting experience in reconciliation, recordkeeping, and accounting support activities, or equivalent to two (2) years of experience performing duties equivalent to Accounting Assistant II in the District.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Salary Grade: C1-49

FLSA: Non-Exempt

EEO Code: H-50

Board Approved: April 2021