

ACCOUNTING TECHNICIAN

BASIC FUNCTION

Performs a variety of technical financial record keeping and transactions; areas of responsibility include general accounting and payroll auditing; provides ongoing support in the preparation, maintenance and review of District financial and accounting records and documents, including those related to grant funding and categorical programs; and reconciles revenue and expenditure accounts.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification in the Fiscal series is responsible for ensuring that general accounting and payroll transactions and documents are properly processed and recorded. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Performs a variety of technical fiscal duties related to the preparation and maintenance of accounting and payroll transactions and records; maintains financial records according to established policies and procedures.
2. Provides support to accounts payable processing; tracks and verifies invoices; reviews and processes requisitions, purchase orders, contracts, travel requests and expense claims to determine proper budget codes and authorizations.
3. May review and finalize travel requests for group travel and may assist with ensuring purchase orders, payments, and cash advances have been processed; reviews itemized expense reports and other travel expense claims.
4. Enters information from various funding sources; tracks revenues and expenses in an automated system; sets up the budget and posts all income and expenses after verifying budget availability; compares project data with data in the District's fiscal management system to ensure accuracy in both systems.
5. Prepares financial documents, reports, and supporting materials for grants; provides information to District management and officials and state facilities as needed.
6. Prepares requisitions for purchase orders, agreements, and contracts, change orders, and related fiscal transaction documents; ensures accuracy and verifies amounts are budgeted; applies budget codes and obtains signatures; reconciles contracts and purchase orders for year-end closing purposes.
7. Assists in monitoring, reconciling, and maintaining accurate and detailed records for funds and other financial transactions; may review, evaluate, and reconcile monthly drawdown statements for specific funds and/or programs; performs purchase requisition and contract reconciliation each month; prepares and processes budget transfers for management approval.
8. May provide support to the District's grant funded and categorical programs; reviews grant proposal budgets prior to submission; assists in program budget preparations; reviews grant funded financial documents prior to signature; prepares financial documents, reports, and supporting materials; reviews and verifies accuracy of grant related financial reports.
9. May review and audit payroll timesheets for proper pay calculation, authorization, and budget code depending on assignment.

10. Creates and maintains complex filing record systems.
11. Participates in District-provided in-service training programs.
12. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Generally accepted accounting principles and practices.
2. Principles and practices related to financial transaction documentation and recording.
3. Mathematical principles.
4. Federal on-line financial reporting systems.
5. Principles of accounting financial document review and processing.
6. General payroll principles and practices.
7. Terminology used in assigned functional areas such as construction and grants.
8. Methods and techniques of reconciling accounting records and supporting documents.
9. District purchasing policies and procedures.
10. Basic budget principles.
11. Business and administrative practices.
12. Methods and techniques of entering fiscal data into an automated financial management system.
13. Principles and practices of complex financial record keeping.
14. Methods and techniques of reviewing fiscal accounts to detect errors.

Ability to:

1. Perform technical accounting duties in assigned areas of responsibility.
2. Exercise due diligence in all financial aspects of the assigned program or department.
3. Examine financial documents for compliance with grant or other funding controls.
4. Monitor and track program or department revenue and expenses.
5. Interpret and explain accounting rules and procedures.
6. Utilize specialized financial operations, processes, and software applications.
7. Perform accurate mathematical calculations.
8. Verify and balance financial transactions.
9. Compile and maintain accurate reports and records.
10. Generate and compile data for reporting purposes.
11. Maintain a variety of financial records and files.
12. Exercise independent judgment within general policy, and procedural guidelines.
13. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
14. Communicate effectively in the course of performing work tasks.
15. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
16. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
17. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and three (3) years of technical accounting experience; or an equivalent combination of education, training, and/or experience.

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 classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Employees 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 10 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.