



**APPROVED BY: THE CHIEF
ADMINISTRATIVE OFFICER**

EFFECTIVE: March 2005

ACCOUNTING TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of technical or specialized accounting functions in support of District operations; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Accounting Technician series. Employees within this class perform the full range of duties as assigned. Positions 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 work unit. This class is distinguished from the Senior Accounting Technician in that the latter assumes responsibility for the accurate allocation of all cash to various District funds.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Perform a variety of technical or specialized accounting functions in support of District operations; review and reconcile various reports, journals, budgets, payroll or related fiscal data.
2. Audit and verify various information including source data or manual and computerized reports; maintain various subsidiary ledgers, auditing and reconciling reports.
3. Audit journal transactions associated with District investments; prepare files and summary reports.
4. Research and assemble information from a variety of sources for the completion of forms or the preparation of reports.
5. Monitor cash receipts; identify fund and account number to post receipt to; ensure that receipts are balanced on a regular basis; prepare bank deposit.
6. Maintain a spreadsheet of tax and benefit assessments received including refunds and collection fees; balance report to computerized data and county records.
7. Reconcile ledgers and accounts for tax payments and cash receipts; correct accounting errors and prepare adjusting entries.
8. Train backup in accounts receivable.
9. Perform various clerical functions including typing correspondence and filing as required.
10. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of bookkeeping.

Basic methods and techniques of governmental accounting and financial management.

Modern office procedures, methods and equipment including computers.

Principles and procedures of financial record keeping and reporting.

Principles and applications of business math.

Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Perform a variety of technical or specialized accounting functions in support of District operations. Prepare a variety of clear and concise financial summaries and accounting reports.

Prepare and maintain accurate spreadsheets of financial data.

Audit, reconcile and balance assigned accounts.

Identify and correct accounting efforts.

Maintain a variety of financial records and files.

Interpret and apply Federal and State financial reporting policies and procedures.

Make accurate mathematical calculations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience

Three years of increasingly responsible accounting support, bookkeeping or payroll processing experience.

Training

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in accounting, business administration or a related field. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of two years.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case by case basis at the time of job posting.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens.

Physical Conditions

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; visual acuity for reading and analyzing financial documents.