



ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, performs a variety of technical accounting support and administrative duties in the preparation, processing, and maintenance of accounting and financial records including accounts payable, accounts receivable, payroll, remittance processing, cashiering, and cash balancing; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for performing technical accounting support and administrative duties in support of the District's finance operations. Positions at this level exercise judgment and initiative in their assigned tasks, 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.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Performs a variety of routine to complex administrative and technical account support duties related to accounts payable, billing, accounts receivable, payroll, general accounting, payment processing, cash balancing and posting, balancing, adjusting, and maintaining manual and computerized account and financial records according to established policies and procedures.
- Processes and maintains the wide variety of documents associated with employee payroll; assists with payroll processing; reviews and processes timesheet data; identifies problems or issues and resolves with employee or supervisor as necessary to ensure accurate payroll.
- Generates and assists in the preparation of a wide variety of periodic financial reports.
- Maintains a variety of ledgers, registers, and journals according to established account policies and procedures; reconciles transactions and data as directed; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Verifies, posts, and records a variety of financial transactions; prepares and maintains spreadsheets; records a variety of periodic and special financial and accounting reports.
- Reviews source documents for accuracy, receipt of necessary information, and compliance with rules, regulations, and procedures; determines proper handling for compliance.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions; updates related files and departments on action items.

- Performs general office support duties such as opening and routing mail and deliveries; prepares correspondence; completes filing and record keeping; duplicates and distributes various written materials.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and account document processing and record keeping, including accounts receivable and accounts payable.
- Public agency finance and accounting functions, payroll processes, and techniques.
- Federal, state, and local laws, codes, and regulations in assigned area of responsibility.
- Methods and techniques of posting journal entries.
- Cash handling techniques.
- District procurement policies and procedures.
- Principles and practices of auditing financial documents.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform technical accounting duties in support of general accounting and payroll programs.
- Perform detailed accounting and financial support work accurately and in a timely manner.
- Review financial documents for completeness and accuracy.
- Review, post, balance, reconcile, and maintain accurate financial records.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Follow and apply written and oral instructions.
- Prepare clear and accurate financial records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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:

Education:

- Associate degree from an accredited college or university with major coursework in finance, accounting, or a related field.

Experience:

- Four (4) years of responsible technical accounting or related 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 is primarily a sedentary office classification although standing in work areas 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.

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 staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.