

**CLASS SPECIFICATION
Accounting Technician I**

FLSA Status: Nonexempt
EEOC Job Category: Technicians
Union Representation: Represented

GENERAL PURPOSE

Under general supervision, performs paraprofessional accounting and related work in preparing, processing, reconciling and maintaining financial and accounting documents and records for the District.

DISTINGUISHING CHARACTERISTICS

Accounting Technician I's are responsible for performing accounting support functions requiring a substantive knowledge of the District's purchasing, accounts payable, revenue and accounts receivable processes and procedures. Incumbents are expected to perform these functions in an accurate, timely manner and exercise initiative in resolving problems related to these functions by referring to District and State policies and procedures and knowledge gained through experience.

Accounting Technician I is distinguished from Accounting Technician II in that incumbents in the latter a class are assigned to specific schools or programs and are responsible for independently performing accounting support functions requiring a broader and more detailed understanding of the District's accounting, purchasing and revenue processing and the application of judgment in dealing with more difficult and unusual purchasing and accounts payable situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Reviews and process payments of vendor invoices and other accounts payable check requests; match invoices with requisitions, purchase orders and receivers; checks invoices for accuracy and appropriate authorizations required by District procedures; verifies vendor addresses, resolving missing and incorrect data and any other discrepancies identified; works with departments and vendors to resolve invoicing problems.
2. Inputs accurate purchase order and invoice data into District's accounting system to produce appropriate vouchers and payments.
3. Reviews balance of accounts and reconcile end-of-year expenditures with budgets to determine which year payments are to be charged. Creates appropriate Payables and Carryover lists.
4. Assists students, employees and District vendors with providing information, posting payments and resolving discrepancies with accounts involved.

5. Processes affidavits for lost warrants and make appropriate stop payments on checks; post charges for returned checks due to insufficient funds and initiate collection process following established procedures.
6. Prepares routine statistical, financial, or operational reports as assigned.
7. Routinely accesses and utilizes a personal computer using established applications including word-processing, spreadsheet, and accounting software.
8. Files documents and records; maintains confidentiality and security of sensitive information.

OTHER DUTIES

1. Counts, balances and reconciles payments made to District and prepares deposit documents for appropriate District bank accounts.
2. Audits and posts check payment requests involving District utility invoices.
3. Assists in the coordination of establishing temporary satellite cashier areas to handle beginning semester college registration process.
4. May assist in the training of new employees.

QUALIFICATIONS

Knowledge of:

1. District policies, procedures, practices, terminology and codes used in accounts payable processing; procedures and practices for processing and recording accounts payable and related financial transactions.
2. Operation of the District's purchasing and accounting computer systems and interpreting input and output data.
3. Methods, practices, documents and terminology used in processing accounting transactions and in financial recordkeeping.
4. District rules, policies and practices governing cash receipting, cash accounting and District banking.
5. Fundamental accounting and internal control practices and procedures.

Ability to:

1. Operate a personal computer using standard business software; operate other standard office equipment.
2. Organize work, set priorities and exercise sound judgment within established guidelines.
3. Interpret, apply and reach sound decisions in accordance with District rules, policies and department procedures.

4. Make calculations and tabulations and review fiscal and related documents and information accurately and rapidly.
5. Understand and carry out written and oral instructions.
6. Learn and apply new information.
7. Establish and maintain effective working relationships with supervisors, staff, students, vendors and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E. D. equivalent and two years of experience in performing financial, statistical record keeping or cashiering duties; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel, operate personal computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand and occasionally lift up to 10 pounds.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks; and interact with District, students, vendors and others encountered in the course of work, some of whom are dissatisfied or abusive.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and the noise level is usually quiet.