

CLASS SPECIFICATION
Accounting Technician II

FLSA Status: Non-exempt
EEOC Job Category: Office and Clerical
Union Representation: Represented

GENERAL PURPOSE

Under general supervision, performs highly responsible accounting support duties in preparing, processing, reconciling and maintaining financial and accounting documents and records for District departments, special projects and grant programs; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Accounting Technician II's perform highly responsible accounting related duties involving the monitoring and tracking of budgets and expenditures for a variety of District departments, programs, schools, funds and special projects. Incumbents must possess a detailed knowledge of the District's budgeting, purchasing, accounts payable, revenue and accounts receivable processes and procedures in order to maintain up-to-date financial information and monitor department, school, program and other budgets and funds. Incumbents are expected to independently 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 II is distinguished from Senior Accounting Technician in that incumbents in the latter class are responsible for independently performing complex and highly responsible duties in preparing, maintaining and reconciling District-wide financial and accounting records requiring a broader and more detailed understanding of the District's accounting processes and procedures.

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. Reconciles and tracks accounts for assigned departments, schools, programs, funds or special projects; analyzes individual accounts to ensure funds are available for projected expenditures; obtains data and prepares various financial reports and summary spreadsheets for managers and other team members; researches and reconciles variances; makes appropriate adjusting entries to resolve out-of-balance conditions; works with other departments to resolve discrepancies.
2. Reviews and processes vendor invoices and other accounts payable check requests for professional and other services for payment; matches invoices with requisitions, purchase orders and receivers; checks invoices for accuracy and appropriate authorizations required by District, grant or program procedures; verifies vendor addresses, resolve missing and incorrect data and any other discrepancies identified; work with departments, students and vendors to resolve discrepancies.

3. Generates contracts and invoices for special CalWORKSs programs; monitors program expenditures and reconciles discrepancies.
4. Inputs accurate purchase order, timesheet information and invoice data into District accounting systems to produce appropriate vouchers, payments student account records; calculates payables where necessary.
5. Forecasts projected expenses for specific accounts, based on current expenditures and estimates according to District's allocations, grant funding and other factors; communicates to administrators, faculty and staff information regarding the fiscal position of their programs and budgets.
6. Assists students, employees and District vendors with providing information, posting payments and resolving discrepancies with accounts involved.
7. Prepares detailed statistical, financial or operational reports as assigned.
8. Routinely accesses and utilizes a personal computer using standard business software including word-processing, spreadsheet, and accounting software.
9. Files documents and records; maintain confidentiality and security of sensitive information.

OTHER DUTIES

1. Coordinates Contract & Use Permits for Office-campus sites; completes appropriate forms to secure sites; maintains list of classes held at Off-campus sites with instructor and division/department input; prepares registration packets for off-campus classes and send to instructors before each semester.
2. Assists other employees within the District with program implementation, timekeeping responsibilities and clerical responsibilities.

QUALIFICATIONS

Knowledge of:

1. District policies, procedures, practices, terminology and codes used in accounts payable processing.
2. Basic budgeting principles and terminology.
3. Project and cost accounting methods and procedures and related financial transactions.
4. Methods, practices, documents and terminology used in processing accounting transactions for special funds, programs and grants and related financial record keeping.
5. Operation of the District's enterprise financial system and methods of interpreting input and output data.
6. Basic policies, practices and procedures of governmental programs and grant funds budgeting and accounting.
7. Principles and practices of sound business communication

8. 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. Prepare clear and accurate financial records and reports.
7. Establish and maintain effective working relationships with managers, administrators, faculty, 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 three years of progressively responsible experience in performing financial and statistical record keeping. Experience in an academic setting or public agency is especially desirable.

Licenses; Certificates; Special Requirements:

None.

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.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

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 managers, administrators, faculty, staff, students, vendors and others encountered in the course of work.

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.