LONG BEACH COMMUNITY COLLEGE DISTRICT

CLASSIFICATION
Senior Accounting Technician

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

GENERAL PURPOSE
Under general supervision, performs a variety of complex and highly responsible accounting support duties in maintaining and reconciling accounts receivable and general ledger accounts, tracking and monitoring available funds and allocating special project funding; prepares financial statements, balance sheets and schedules; performs work responsibilities in an assigned accounting support area; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Senior Accounting Technicians perform complex and highly responsible accounting support functions in the reconciliation, preparation and maintenance of the District’s financial, accounting and statistical records and reports and in the monitoring and tracking and posting of budgets and expenditures for a variety of District departments, programs, funds and special projects. Work requires extensive knowledge of the District’s budgeting, purchasing, accounts payable, revenue and accounts receivable processes and procedures applicable to areas of responsibility. Incumbents are expected to independently perform assigned functions in an accurate, timely manner and exercise initiative in resolving problems related to these functions by referring to District, State and other governmental policies and procedures and knowledge gained through experience.

Senior Accounting Technician is distinguished from Accountant in that incumbents in the latter class are required to understand and apply professional accounting theories principles, terms and practices in the preparation and evaluation of financial records, transaction and reports.

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. Analyzes and monitors departmental budgets on a District-wide basis; reviews and monitors grant/categorical programs, contract, claims and other fiscal agreements and proposals; maintains and allocates special project funding; interprets accounting and financial data, analyze reports and makes recommendations for solutions to budgetary needs.

2. Codes, summarizes and records District income, abatements or receivables; records cash receipts; prepares deposit summary sheets for cashiers; inputs deposits on line to County terminal and prepares journal entries and posts in District enterprise financial system.
3. Analyzes and audits financial data and documents to assure accuracy, completeness and compliance with District policies and procedures and applicable governmental regulations; reviews signed agreements for District contracts and audits contract invoices; works with District personnel, vendors, Los Angeles County Board of Education and other outside agencies to identify and correct discrepancies.

4. Maintains District position control system to track permanent District employees, vacant positions and requests for new positions to be used in District budget development processes; updates salary information as needed based employee actions, reclassification, union negotiations and reporting structure changes; identifies salary savings based on vacant positions to be utilized for under-funded positions.

5. Posts salary and benefit costs into District’s financial system; creates salary expenditure reports for five separate payrolls; audits reports and makes necessary corrections to accounts; creates payroll journal entries, makes any necessary corrections to salary and benefits accounts and posts to the general ledger; generates and distributes a variety of system reports and ensures appropriate documentation for audit purposes.

6. Administers timely payment of Federal, State, Medicare and F.I.C.A. taxes for District employees; calculates from payroll summaries appropriate District contributions to Social Security and the State and Public Employees retirements systems; calculates and prepares spreadsheet summaries of all payroll expenses and enter into County and District accounting systems.

7. Calculates and prepares accounts receivable billings for various associations and foundations of the District; reviews and maintains all invoices and permits for rental of District facilities and Veterans Stadium usage.

8. Inputs accurate purchase order, timesheet information and invoice data into District accounting systems to produce appropriate vouchers, payments and student account records; calculates payables where necessary.

9. Forecasts projected expenses for specific accounts, based on current expenditures and estimates of District allocations, grant funding and other factors; communicates to staff and instructors information regarding the fiscal position of their individual programs.

10. Prepares detailed statistical, financial, or operational reports as assigned.

11. Routinely accesses and utilizes a personal computer using standard business software including word-processing, spreadsheet, and accounting software.

12. Files documents and records; maintains confidentiality and security of sensitive information.

**OTHER DUTIES**

1. Provides lead work guidance and direction to accounting support staff in assigned functional areas; assigns and reviews work, establishes priorities and meets deadlines; assists in the training of limited term employees and student workers.
2. Utilizes District’s enterprise financial system for payroll, time and attendance reports and on-line purchase requisitions.

3. Sets up 1099 vendors; verifies accuracy of 1099 payments and distributes 1099 forms at year-end.

4. Maintains all records for state and federal garnishments and EDD reporting of independent contractors.

5. Stops payment and reissues warrants for both District and financial aid.

6. Maintains an inventory of office supplies, materials and equipment.

7. Maintains storage and destruction of records within area of responsibility.

QUALIFICATIONS

Knowledge of:

1. District policies, procedures, practices, terminology and codes used in areas of assigned responsibility, including accounts payable and receivable, general accounting and payroll.

2. Budgeting principles and terminology.

3. Cost and project 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 interpreting input and output data.

6. Principles and practices of sound business communication

7. Fundamental accounting and internal control practices and procedures.

Ability to:

1. Interpret, apply and explain rules, regulations policies and procedures pertaining to the District's financial accounting practices.

2. Set priorities, meet schedules and timelines; work independently and exercise sound judgment.

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 cooperative effective working relationships with management, 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 an Associate’s degree in bookkeeping or accounting or a closely related field; and at least four years of progressively responsible experience in performing financial or statistical recordkeeping; or an equivalent combination of training and experience. 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 and 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 by 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 complicated 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, management, administrators, 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.