

PALOMAR COMMUNITY COLLEGE DISTRICT

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 complex technical accounting duties involved in preparing, maintaining and monitoring the budget for an assigned department or education center; to analyze expenditure information and maintain complete financial and statistical records; and to perform a variety of technical accounting duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Perform complex technical accounting duties involved in preparing, maintaining and monitoring the budget for an assigned department or education center.
2. Perform budget research and analysis of budget expenditures; compile information for budget projections and for the preparation of assigned portions of the budget; ensure expenditures in all accounts are accounted for legally and accurately in accordance with District policies and regulations.
3. Set up funding for assigned accounts; monitor and maintain adequate account balances through posting encumbrances, expenditures and transfers.
4. Type all requisitions and budget transfers or expenditures; obtain required signatures; maintain and file copies of requisitions, budget transfers, expenditure forms, invoices, shipping receipts and other related forms.
5. Interpret budget codes, object codes and regulations concerning assigned budgets; audit accounts and make necessary adjustments and transfers.

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6. Collect monies and payments for various student services at assigned education center; maintain and balance petty cash fund and cash registers; prepare bank deposits.
7. Assist in various payroll processing functions; receive and verify time sheets and employment status; calculate amounts and rates to be paid; prepare forms for adjunct instructors, counselors and additions to contract instructor hours.
8. Determine eligibility of students to receive various awards or recognition; develop ledger for award accounts; oversee the production of award vouchers.
9. Set up accounts and emergency loans to students for various services; maintain ledger to monitor loans; reconcile loans each semester against vendors and payments received; maintain records on past due loans and prepare lists for collection agencies.
10. Perform cashiering duties during registration procedures; issue parking permits and collect fees.
11. Gather, maintain and analyze a variety of financial data required to compile mandated reports; format reports for assigned program use and maintain a comprehensive data management program.
12. Participate in year end closing activities for assigned budgets; make adjusting entries to all suspense or liability accounts; prepare required year end financial reports.

Marginal Functions:

1. Perform a variety of routine clerical duties in support of assigned area as required.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of bookkeeping and accounting.
Principles of budget preparation, analysis and monitoring.
Methods and techniques of financial research and analysis.
Generally accepted accounting principles.
Principles and practices of financial record keeping and reporting.
Methods and techniques of cashiering and cash handling.
Methods and techniques of processing payroll.
Basic data management software applications.
Modern office procedures, methods and equipment including computers.
Pertinent Federal, State and local codes, laws and regulations.

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Ability to:

Prepare, maintain and monitor the budget for an assigned department or education center.
Perform budget research and analysis of budget expenditures.
Interpret and apply accounting principles, rules, regulations and procedures involved in the maintenance and control of records and preparation of financial statements.
Make mathematical calculations quickly and accurately.
Maintain a variety of financial records and files.
Perform a variety of cashiering duties.
Prepare accurate and complete financial statements and reports.
Assist in various payroll processing functions.
Work independently in the absence of supervision.
Understand and follow oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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:

Four years of increasingly responsible technical accounting experience including experience in budget preparation and monitoring.

Training:

Equivalent to completion of the twelfth grade supplemented by college level course work in accounting or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional travel between assigned education center and main campus; extensive contact with faculty; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard; near visual acuity for recognizing numerical figures