



Classification Title: Accounting Technician

Department:	Accounts Payable	EEO6 Code:	4
Employee Group:	Classified	Salary Grade:	20
Supervision Received From:	Manager, Accounting	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	9/2016

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 by individual positions.

JOB SUMMARY.

Performs a variety of accounting support functions including accounts payable, accounts receivable or general ledger posting; prepares, processes, reconciles and maintains financial and accounting documents and records for the District.

DISTINGUISHING CHARACTERISTICS.

The Accounting Technician is distinguished from Senior Accounting Technician by the former's responsibility for general accounting support functions for a portion of an accounting operation, occasionally assisting in another area; while the Senior Accounting Technician performs complex accounting-related functions including accounts payable and receivable, loan and debt payments and cashiering.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Reviews and processes payments of vendor invoices and other accounts payable check requests including pay vouchers, contracts, travel expenses, employee reimbursements, athletic expenses, utilities, credit cards and purchase orders; checks documents for accuracy and obtains appropriate authorizations required by District procedures; verifies vendor addresses, resolving missing and incorrect data and any other discrepancies identified; inputs accurate purchase order and invoice data into the District's financial system to produce electronic pay vouchers and payments.
2. Monitors requisitions, purchase orders, assignments and receivers to expedite payments; verifies credits and debits to detect inaccuracies; researches budget exceptions, document tolerance and matching exceptions; works with departments and vendors to resolve invoicing problems.
3. Generates and analyzes detailed financial reports involving budgets, purchase orders and payment history to provide customer service to staff and vendors; reconciles vendor statements.
4. Maintains and updates a variety of financial files and statistical records; sets up new files each fiscal year; ensures records are in appropriate order and assists external auditors; locates documentation for periodic audits and specific issues.
5. Requests refund checks; initiates reissuance of checks for lost warrants and makes appropriate stop payments on checks; coordinates returns on account (ROA) for various orders with vendors and appropriate departments; expedites deliveries and changes to orders as necessary.

6. Performs accounts receivable functions; receives and records non-sufficient funds (NSF) checks; notifies customers of returned checks; initiates collection process following established procedures; receives and records payments; balances and reconciles monthly accounts receivable reports.
7. Responds to various requests and inquiries from the public, vendors and staff regarding District policies and procedures.
8. As needed, monitors cashier line and assists students with District services, websites, fees and payments; prepares daily cash reports and deposits; records daily deposits in cash receipts journal; balances and totals cash receipt journal; reconciles and replenishes petty cash.
9. Assists budget function by entering, balancing and posting journal entries into the general ledger for payroll budget exceptions.

Marginal Functions:

1. Assists assigned Business Systems Analyst with payable software issues.
2. Trains student workers on payable procedures.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/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: One year of responsible paraprofessional accounting experience.

Education/Training: Equivalent to the completion of the twelfth grade supplemented by college-level coursework from an accredited college or university in accounting, finance or a related field

Preferred Qualifications:

Paraprofessional accounting experience in the public sector.

Knowledge of:

1. Practices, procedures and terminology used in accounts payable processing and related financial transactions.
2. Federal and state laws, codes and regulations pertinent to areas of responsibility.
3. Basic methods and techniques of general ledger posting and reconciliation
4. Rules, procedures and practices governing cash handling and receipt.
5. Business mathematics.
6. Use and operation of applicable modules of an enterprise system.
7. Customer service practices and etiquette.
8. Basic internal control practices and procedures.
9. Principles and practices of sound business communication
10. Modern office practices, procedures and equipment including appropriate software applications.

Skill in:

1. Making calculations and tabulations and reviewing fiscal and related documents and information quickly and accurately.
2. Organizing work, setting priorities and exercising sound judgment within established guidelines.
3. Making accurate calculations.
4. Compiling and collecting data for reports and maintaining a variety of financial records and files.
5. Communicating clearly and effectively, both orally and in writing.
6. Operating a personal computer using standard business software; operating other standard office equipment.
7. Interpreting, applying and reaching sound decisions relative to assigned area of responsibility.
8. Performing basic cashiering duties.
9. Understanding and carrying out written and oral instructions.
10. Exercising tact and diplomacy in dealing with sensitive issues and upset individuals.
11. Maintaining confidentiality of documents and records.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
13. Establishing and maintaining effective working relationships with supervisors, staff, students, vendors and others encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, stand or sit for prolonged periods of time; extensive use of computer keyboard; near visual acuity for recognizing numerical figures.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.