



Classification Title: Senior Accounting Technician

Department:	Fiscal Accounting	EEO6 Code:	4
Employee Group:	Classified	Salary Grade:	24
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 complex and highly responsible accounting support duties involving receiving and disbursing funds, recording financial transactions and providing financial-related services to faculty, staff and students; and performs work responsibilities in accounting support areas including accounts payable/receivable and cashiering.

DISTINGUISHING CHARACTERISTICS.

The Senior Accounting Technician is distinguished from Accounting Technician by the former's responsibility for the level of responsibilities assumed and the complexity of duties assigned including accounts payable and receivable, loan and debt payments and cashiering, while Accounting Technicians are responsible for supporting a portion of an accounting operation.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Performs a variety of functions supporting the accurate accounting and financial recordkeeping functions of the District's Fiscal Services sections including cashiering, and accounts payable and accounts receivable; uses the District's enterprise financial system for financial aid, cash management, student and departmental accounts and fund transfers.
2. Reviews documents for accuracy, completeness, validity and adherence to standards; makes mathematical calculations; assigns transaction codes and prepares documents for processing; posts data to journals, registers and ledgers; compiles, verifies, reconciles, analyzes and summarizes information; enters data and prepares and processes billings, past due notices, invoices, warrants and stop payments; reviews computer-generated reports and makes necessary corrections; maintains records in compliance with District and governmental policies and regulations.
3. Assembles and compiles data used in the generation of financial reports and/or analysis; maintains accounting records for funds, programs or activities; reconciles complex monthly bank statements; updates and maintains accounting tables and online functionality; creates and maintains complex spreadsheets; communicates established District policies and procedures to faculty, staff, students and the public, including those that require extensive interpretation.
4. Collects and posts a variety of student fees; processes student tuition refunds; places and removes holds on student accounts for financial obligations; processes and posts payments to student accounts; balances credit card trans-

actions to reports; receives, verifies, balances and deposits monies from various departments and education centers; posts all debts owed to the District; collects loan and debt payments; generates, reviews, maintains and distributes a variety of records, reports and files; enters transactions in the District's financial system in accordance with established procedures and with careful attention to detail; corrects cashier posting errors; requests journal entries for correction.

5. Performs opening and closing procedures; balances cash registers, prepares bank deposits and maintains cash register records; receives, verifies, balances and deposits monies from various departments and education centers; collects fees for various departments including parking permits and citations, class equipment and materials, exam fees, field trips and health services.
6. Processes, updates, verifies, analyzes and attaches students to third-party contracts and billing deferments; maintains, communicates and corresponds with third party contract vendors and federal and state agencies to obtain, verify and clarify authorization; maintains accounts receivable file for invoicing agencies and processes payments.
7. Reposts charges back to appropriate institution for students receiving financial aid who have withdrawn; posts, verifies status and monitors student credit card disputes; posts and collects non-sufficient funds (NSF) debt payments and make charges to student accounts.
8. Processes, audits, reconciles, proofs and mails student scholarships, financial aid and tuition refund checks; ensures that student fees are covered before checks are processed.
9. Generates and distributes a variety of system reports and ensures appropriate documentation for audit purposes.
10. Provides functional and technical work direction to lower-level staff, short-term and student employees.

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: Three years of increasingly 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. Advanced principles and practices of paraprofessional accounting and bookkeeping.
2. Methods and techniques of general ledger posting and reconciliation.
3. Rules, procedures and practices governing cash handling and receipt.
4. Business mathematics.
5. Use and operation of applicable modules of an enterprise system.
6. Federal Privacy Act regulations to reduce liability on release of private employee and student information.
7. Federal and state laws, codes and regulations and College regulations, policies and practices pertinent to areas of responsibility.
8. Customer service practices and etiquette.

9. Basic internal control practices and procedures.
10. Principles and practices of sound business communication
11. Modern office practices, procedures and equipment including appropriate software applications.

Skill in:

1. Collecting and compiling financial data for reports and maintaining a variety of financial records and files.
2. Performing a wide variety of cashiering duties.
3. Planning, organizing and prioritizing work.
4. Multi-tasking in a high-traffic office; meeting schedules and timelines.
5. Working independently with little direction.
6. Operating a computer and spreadsheet software.
7. Making calculations accurately and rapidly.
8. Maintaining a variety of financial records and files.
9. Communicating clearly and effectively, both orally and in writing.
10. Exercising tact and diplomacy in dealing with sensitive issues and upset individuals.
11. Maintaining confidentiality of documents and records.
12. Interpreting, applying and explaining rules, regulations, policies and procedures and applying them in a variety of procedural situations.
13. 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.
14. Establishing and maintaining effective working relationships with 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; interacts with students, faculty, administrators, staff and the public, occasionally with dissatisfied or abusive individuals.

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.