



Accounting Technician I/II/III

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under immediate supervision (I), general supervision (II), and limited supervision (III), performs specialized and technical accounting and financial recordkeeping support work in a variety of accounting functions including accounts payable, accounts receivable, financial reporting, and grant applications. Performs other duties as required.

CLASS CHARACTERISTICS:

Accounting Technician I is the entry and training class of the series. Incumbents work under immediate supervision while learning District practices, rules, policies and procedures. The Accounting Technician I performs routine and less complex assignments of the unit. Work becomes increasingly complex over time and requires less supervision as additional skills and abilities are acquired.

Accounting Technician II is the fully experienced, journey-level class of the series, which requires performance of more difficult tasks requiring a working knowledge of District rules, policies, and procedures; accounting principles and practices; financial recordkeeping; and budget preparation. Incumbents work under general supervision and perform the full range of duties for the position.

Accounting Technician III is the advanced journey-level class of the series and performs the most difficult and complex tasks. Incumbents work with minimal supervision; are lead workers; exercise independent judgment and decision-making; and administer programs/projects within the Division.

These positions report to the Administrative Division Supervisor.

ESSENTIAL FUNCTIONS: *(including, but not limited to, the following)*

- Reviews accounting and financial documents to ensure accuracy, completeness of information, and proper authorization and compliance for District policies and procedures.
- Process payments for accounts payable, contracts, and advisory boards.
- Prepares deposits by matching payments to accounts receivable, determining correct account designations of pre-paid payments, and posting payments to customer accounts.
- Performs monthly balancing of trust fund, revenue, and expenditure data.
- Distributes petty cash; and processes travel requests, purchase requests, and expense reimbursements verifying budget allocations.
- Prepares labor invoices for monthly, semi-annual, and annual billings.
- Monitors labor expenses, services, and supplies against budget appropriations and actual expenditures and generates reports.
- Performs annual renewal of purchase contracts and purchase orders.

- Prepares financial applications for grant submissions; maintains files and records; and produces quarterly and final progress reports.
- Conducts monthly balancing of accounts payable and accounts receivable ledgers and/or general ledger financial systems to ensure accuracy of transactions.
- Acts as back up for other fiscal and office line staff.
- Other duties as assigned and as required to fulfill the essential functions of the position.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in writing, preparing statistical reports, and evaluating data using a computer keyboard. Additionally, the position requires near vision when reading correspondence and statistical data on the computer, and acute hearing when providing telephone service and communicating in person. The need to lift, drag and push files, displays or other materials weighing up to 25 pounds also is required.

QUALIFICATION GUIDELINES: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Accounting Technician I Successful completion of an equivalent of 15 units from an accredited learning institution in the disciplines of accounting, finance, business or public administration, or a closely related field.

Accounting Technician II Successful completion of an equivalent of 30 units from an accredited learning institution in the disciplines of accounting, finance, business or public administration, or a closely related field; **and** two years equivalent experience of an Accounting Technician I. An associate degree or higher in any of the preferred disciplines may be substituted for one year of experience.

Accounting Technician III Graduation with the equivalent of an Associate's degree from an accredited college or university preferably with a major in accounting, finance, business or public administration, or a closely related field; two years equivalent experience of an Accounting Technician II; **and** one additional year of increasingly responsible professional experience performed in an independent manner. A bachelor's degree in any of the preferred disciplines may be substituted for one year of experience.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of: Principles and practices of double-entry accounting; principles and practices of purchasing; account structures; financial reports and reporting; computerized accounting system software; month-end and year-end closing procedures and practices including the accrual process; and basic business math.

Ability to: Communicate effectively orally and in writing; prepare clear, complete, and technically accurate reports; gather and analyze data; prepare and present data in logical format; identify, research,

and solve accounting problems; perform mathematical calculations related to financial transactions; create and analyze spreadsheets; read and understand District policies and procedures; interpret and work with large amounts of numeric data; perform multiple tasks and meet numerous deadlines; form conclusions and make sound decisions; and, establish and maintain effective working relationships.

Skills to: Accurately input both alpha and numeric data into spreadsheets and databases; operate a 10-key calculator by touch; operate standard office equipment such as an office computer, copier, shredder, telephone, voicemail, and fax; and a variety of word processing, data management, and other software applications.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain and maintain a Class C California driver's license.

FLSA– Non-Exempt
SEIU Unit 23

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