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| **ACCOUNTING TECHNICIAN**  |
| **Reports to:**  | Accounting Supervisor |  |  |  |
| **Dept:** | Fiscal Services |  | **Range:** | 21 |
| **FLSA:** | Nonexempt |  | **EEO:** | Technical/Paraprofessional |

*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.*

**BASIC FUNCTION:**

Under direction, perform a variety of accounting operations; audit, reconcile and dis­burse district-wide funds including travel, revolving cash, financial aid and construction; maintain and reconcile general and subsidiary ledgers, categor­ical funds and construction contracts in compliance with the *California Community Colleges Budget and Accounting Manual* and the *San Diego County Office of Education Claims Manual*; provide budget tech­­nical direc­tion to faculty, staff and administrators; and perform related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

While Accountants focus on general ledger, subledgers, reconciliation and complex financial reports/statements, an Account­­ing Technician focuses on the disbursement of funds. Duties involve analyzing, auditing, processing and reconciling all disbursements for the district.

**ESSENTIAL DUTIES & 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. Determine appropriate method of payment, according to Generally Accepted Accounting Principles (GAAP) and in compliance with district policies and procedures, local, state and federal agencies; prepare and audit backup documentation for warrants for the district’s governmental, proprietary, fiduciary funds and other legal entity funds that the district supports, audit purchase orders, invoices, requisitions, receipt forms, employee reimburse­ments and student payments; prepare appropriate documentation to meet county require­ments; assign and audit account numbers for purchases and services acquired through purchase orders, petty cash, revolv­ing cash account (RCA) reimbursements and employee reimbursements; ensure proper departmental authorization and appropriateness of requested items and/or services; ensure timely and accurate preparation and distribution of approved payments, reimbursements and refunds; analyze emergency requirements and take effective courses of action.
2. Review for accuracy and prepare and process travel requests, travel advances and travel claims; maintain travel log with pertinent information; assign, verify and budget check avail­ability of funds for travel of all district employees; audit and process for payment reimburse­ments for travel expenses; collect and reconcile travel receivables; coordinate and authorize use of the travel credit card account for airfare with district employees and district travel agency; administer use of and responsi­bility for State of California credit cards; coordinate with Director of Risk Management for authorizations and approvals for district employees' mileage reimburse­ments.
3. Analyze and advise budget managers of increases to purchase orders; assign and verify account numbers for validity of expenditures for reimbursement; prepare and enter journal vouchers and journal entries as needed to correct discrepancies in the general ledger and budget.
4. Maintain district RCA and issue checks for emergency payment requirements; reimburse and reconcile the district RCA to ensure adequate funds are available; provide accurate expenditure reporting for budget, financial reports and claims; prepare and record district deposits from various sources to cash clearing account.
5. Prepare federal and state quarterly reports from data through general ledger accounts for sales and use tax and non-resident alien reporting and payment; upload information and payments to various agencies through electronic wire transfers.
6. Coordinate with Financial Aid and Student Accounts personnel the processing of financial aid disbursements. Reconcile and confirm fund totals with financial aid totals. Audit and process payment cancellations and reissue rejected and overage payments. Upload EFT data file to third party processor and initiate bank wire transfer.
7. Perform year-end close functions and assist with the annual district audit.

**OTHER DUTIES:**

1. Prepare monthly reconciliation reports for construction, analyzing each project number for budget and account accuracy as well as spending accuracy; budget to general ledger, general ledger reclassi­fication for software purchases, purchase order reconciliations; prepare and enter journal corrections for budget expenses, encumbrances and pre-encum­brances.
2. Assist in the analysis of various accounts in governmental, proprietary and fiduciary funds; perform calculations, maintain records and prepare reports within scheduled timelines; disburse information and reports as assigned.
3. Communicate with all levels of district personnel, students and outside vendors, directing and assisting them regarding policies, procedures, receipt of goods and services, invoices, change orders, required supporting documentation and account balances.
4. Provide technical assistance and budget management support to all levels of district personnel, assist in preparing reports and analyzing expense records. Process budget journals and budget transfers.
5. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

1. Generally accepted accounting principles (GAAP) and practices.
2. Methods and techniques used for financial analysis.
3. Integrated information systems and use of appropriate software; understanding of data man­agement software applications.
4. Correct English usage, grammar, spelling, punctuation, and vocabulary.
5. Basic math, statistical math and financial recordkeeping techniques.
6. Interpersonal skills using tact, patience and courtesy.
7. Written and oral communication skills including correct English usage, grammar, spell­ing, punctuation and vocabulary.
8. College organization, functions, rules, policies and procedures applicable to assigned areas of responsibility

ABILITY TO:

1. Learn and apply methods and procedures of community college accounting.
2. Understand community college budget and fiscal procedures and policies.
3. Interpret and apply applicable sections of the state education code and other applicable laws.
4. Learn and apply district organization, operations, policies and objectives.
5. Interpret and apply applicable sections of sales and use tax reporting.
6. Understand applicable sections of IRS reporting for non-resident aliens.
7. Independently plan and organize work.
8. Communicate effectively both orally and in writing.
9. Maintain records and prepare reports.
10. Understand and follow written and oral instructions.
11. Operate a computer and standard business software.
12. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
13. Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or GED equivalent and three years of operations accounting or bookkeeping experience; or an equivalent combination of training and experience.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Campus aides and student workers.

**CONTACTS:**

Coworkers, other district personnel, vendors, students, the public, county officials, program and external auditors, bank personnel and representatives of state, federal and local govern­ments.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, includ­ing repetitive use of a computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications in person, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to concentrate on detailed tasks for extended periods of time and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established dead­lines and changing priorities.

**WORKING CONDITIONS:**

Primarily works in an office environment. Subject to frequent interruptions by individuals in person or by telephone; intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility during day and/or evening hours with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.