

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Accounting Technician, Senior

Unit: Office Technical

Page: 1 of 2
Job Code: J1010
Original Date: 01/1991
Last Revision: 02/2019
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 23

DEFINITION

Under the direction of an assigned supervisor or manager, plan, develop, monitor, and maintain accounting control over an established accounting or budgetary function; operate in a lead capacity over other accounting clerical personnel.

DISTINGUISHING CHARACTERISTICS

The Senior Accounting Technician class performs the same duties as the Accounting Technician but also serves as a permanent lead over contract employees on an ongoing basis. Positions in the Accounting Technician classes are often characterized from those in Account Clerk classes by the wider variety of problems encountered, the significantly larger accounts and budgets maintained, and/or the more diverse responsibilities performed. Duties in the Accounting Technician class are more complex, guidelines to follow are more involved, and incumbents may act in a lead capacity on occasion. It is the first level in the paraprofessional series of Accounting Technician. Incumbents in the Senior Accounting Technician class direct an accounting and/or budgetary function.

EXAMPLE OF DUTIES

1. Direct an accounting and/or budgetary function and act as lead over accounting clerical personnel.
2. Prepare various budgetary or accounting reports for submission to superiors; accumulate data and prepare narrative explanations; identify areas of concern for action of supervisors; maintain complete set of books for operating units.
3. Review periodic budget reports to compare actuals against forecasts; provide explanations of variances as necessary; monitor costs and provide frequent reports to management regarding funds expended and available.
4. Review records, accounts, ledgers, financial reports; recommend action.
5. Calculate income and expenditure projections.
6. Develop and implement accounting procedures; communicate changes as necessary to operating units.
7. Assist in budget development; interface with others to communicate budget needs.
8. Review requisitions, invoices, transfers, and related documents and approve for payment, expenditure, or processing.
9. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

District organization, operations, policies, and objectives.
Modern office practices, procedures, and equipment, including computer hardware and software.
Oral and written communications skills.
Practices of financial and statistical record-keeping, including accounting and bookkeeping systems.
Procedures, policies, rules, and practices affecting the development, maintenance, and control of the budgeting and accounting system.
Record-keeping techniques.
Technical aspects of field of specialty.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Maintain records and prepare reports.
Make arithmetical calculations with speed and accuracy.
Meet schedules and time lines.
Operate standard office machines and equipment, including computers and calculators.
Perform a wide variety of paraprofessional accounting work.
Plan and organize work.
Prepare clear and accurate financial statements and reports and analyze accounting data.
Train and provide work direction to assigned personnel.
Understand and follow oral and written directions.
Use computer applications, including spreadsheets, databases, and other relevant kinds.
Work confidentially with discretion.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and two years of advanced training in accounting or related field and four years progressively responsible experience in finance or accounting, or one year experience at the level of an Accounting Technician.

License:

Valid California driver's license may be required for some positions.

WORKING CONDITIONS**Physical Requirements:**

Category III

Environment:

Favorable, usually involves an office.