

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Accounting Technician

Unit: Office Technical

Page: 1 of 2
Job Code: J1008
Original Date: 01/1991
Last Revision: 10/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 21

DEFINITION

Under the direction of an assigned supervisor or manager, perform technical and complex accounting work involving the preparation, maintenance, and review of accounting, budgetary, and fiscal records; ensure accuracy and conformance to established requirements and legal requirements.

DISTINGUISHING CHARACTERISTICS

Positions in this class are often characterized from those in Senior 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 are more complex, guidelines to follow are more involved, and incumbents may act in a lead capacity on occasion. This is the first level in the paraprofessional series of Accounting Technician. The Senior Accounting Technician class performs the same duties as the Accounting Technician but also serves as a permanent lead over three or more contract employees on an ongoing basis.

EXAMPLE OF DUTIES

1. Monitor, assign, and verify budget numbers and related information on requisitions, claim forms, and personnel/time reporting documents.
2. Monitor account balances; recommend and prepare necessary transfer documents to adjust appropriations/expenditures.
3. Post expenditures and maintain ledger accounts.
4. Audit and reconcile account balances, receipts, and expense claims; balance against reports; process claims for payment.
5. Prepare various financial, accounting, and budgetary reports for submission to superiors; accumulate data and prepare narrative explanations.
6. Provide information to staff on procedural changes; train and provide work direction and guidance to accounting clerical personnel as assigned.
7. Analyze accounts and prepare or assist in preparation of budgets; prepare documentation for input into computerized accounting system.
8. Prepare and maintain bookkeeping records on revolving cash funds, associated student accounts, or similar programs and activities.
9. Review periodic budget reports to compare actuals against forecasts; provide explanations of variances as necessary.
10. Assist auditors as necessary; prepare reports and respond to inquiries from auditors.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONSKnowledge:

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 budgeting and accounting systems.
Record-keeping techniques.
Technical aspects of field of specialty.

Skills and Abilities:

Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Maintain interrelated records and files.
Maintain records and prepare reports.
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.
Post data and make arithmetical calculations with speed and accuracy.
Prepare clear and accurate financial statements and reports and analyze accounting data.
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 plus one year of advanced training in accounting or a related field and one year of experience in financial, accounting, or statistical record-keeping activities at the level of Senior Account Clerk.

WORKING CONDITIONSPhysical Requirements:

Category III

Environment:

Favorable, usually involves an office.