

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Acquisition Accounting Technician, Senior

Unit: Office Technical

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Job Code: J1520
Original Date: 08/2002
Last Revision: 08/2002
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 23

DEFINITION

Under the direction of an Accounting Supervisor or other assigned supervisor, operate in a lead capacity over other accounting clerical personnel and perform difficult clerical and accounting duties in the processing of District procurements; monitor purchase order/payment encumbrances and individual vendor statements and reconcile with corresponding procurements records, reports and subsidiary ledgers; prepare reports and update and maintain related systems tables, files and records. Communicate with vendors to recognize terms and conditions on the P.O. contract and with end-users to ensure purchase requests have adequate funding.

DISTINGUISHING CHARACTERISTICS

The Senior Acquisitions Accounting Technician class performs the same duties as the Acquisitions Accounting Technician but also serves as a permanent lead worker over three or more contract employees on an ongoing basis.

EXAMPLE OF DUTIES

1. Act as lead over Acquisitions Accounting clerical personnel. Plan and organize work; train and provide work direction to assigned personnel. Provide information and training to District personnel. Review requisitions, invoices, transfers, and related documents and make recommendations as appropriate.
2. Audit various types of requests for payments such as non-stock confirmations, equipment repair orders, travel requests, employee reimbursements of expenses, replenishment of receiving cash funds, telephone service orders, utility bills, leases, membership dues, employee benefits and miscellaneous vouchers for legality of expenditures, validity and adequacy of supporting documents, pricing in compliance with contract, computational accuracy, administrative approval, existence and address of payee, propriety of account charged and existence of budget authority.
3. Monitor and coordinate submission of purchase orders, receiving reports from campus sites and other departments and statements and invoices from vendors; audit purchase orders and corresponding receiving reports, vendor invoices and all other supporting documents for consistency and accuracy; communicate with end-users to ensure purchase requests have adequate funding and make adjustments as necessary.
4. Follow up and make corrections and adjustments for audit exceptions noted, and/or return rejected payment documents to originating departments for further action. Monitor vendor's performance on P.O. contracts to facilitate delivery.
5. Perform on-line computer transactions involving purchase order invoicing, accounting and goods distribution, encumbrance liquidation, vendor tables and database updating, 1099s and sales/use tax verification, purchase order tracking, travel tracking, fixed assets inventory and setting up accounts payable transactions in order to initiate payments and update vendor/payee records and reports.
6. Monitor compliance with: State Education Code pertaining to disbursements and expenditures, State and federal requirements for sales and uses tax and Form 1099 reporting, fiscal accountability guidelines set forth by the County Office of Education and County Auditor, provisions of the budget and accounting manual of the California Community Colleges, and provisions of related Board dockets as delineated in Business Services and District policies and procedures.

7. Interpret District and Business Services policies and procedures, and standard practices and methods pertaining to diverse types of payments to vendors, campus sites and other departments, employees, students and the general public.
8. Conduct research in response to special inquiries; prepare correspondence, memos and reports; and communicate by telephone, fax machine, electronic mail and other media.
9. Maintain records and subsidiary ledgers and monitor individual vendor's account balances and purchase order encumbrances; review and inspect system reports for accuracy of balances and reconcile with vendor statements and subsidiary records; research disputed accounts, follow up discrepancies and make corrections via journal vouchers or encumbrance adjustments.
10. Prepare periodic reports to management and external auditors on the status of outstanding accounts payable encumbrances purchase orders/requisitions, accruals, charge-backs, travel and other special accounts.
11. Monitor and resolve collections of refunds or credit memos for returned merchandise, closing out of prepaid purchase orders, liquidation of employee travel requests and other accounts resulting from overpayment and advances.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of State Education Code, State sales/use tax laws, federal and State laws on back-up withholding and 1099 reporting.
- Basic research principles and procedures.
- District and Business Services policies and procedures related to assigned area.
- General laws, rules and policies affecting accounts payable records, procurement and contracts.
- Methods and practices of accounts payable processing and/or purchasing/requisition processing.
- Methods and practices of record keeping.
- Modern office practices procedures, equipment and telephone techniques.
- Oral and written communications skills.
- 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.
- Conduct basic research.
- Establish and maintain effective working relationships with others.
- Explain accounts payable/purchasing-related information to vendors, payees, students, employees and other departments clearly and accurately.
- Maintain confidential records and files and prepare reports.
- Meet schedules and time lines.
- Operate computer using spreadsheet, word processing and database software applications.
- Operate standard office machines, including 10-key calculator, typewriter and CRT terminal quickly and accurately.
- Perform difficult accounts payable/purchasing work requiring independent judgment and initiative.
- Plan and organize work.
- Post data and make arithmetical calculations rapidly and accurately.
- Train and provide work direction to assigned personnel.
- Understand and follow oral and written directions.
- Work confidentially with discretion.

Work cooperatively with others.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school including or supplemented by courses in accounting and computers and four years of increasingly responsible experience in accounts payable, auditing, general accounting or purchasing, preferably in a public agency.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.