

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Acquisition Accounting Technician

Unit: Office Technical

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Job Code: J1510
Original Date: 06/1996
Last Revision: 10/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 20

DEFINITION

Under the direction of an assigned supervisor or manager, 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 procurement 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.

EXAMPLE OF DUTIES

1. Audit various types of requests for payment, such as non-stock confirmations, equipment repair orders, travel requests, employee reimbursements of expenses, replenishment of receiving cash funds, 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.
2. Monitor and coordinate submission of purchase orders, receiving reports from campus sites and other departments, and statements and invoices from vendors; perform checks and balances and 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.
3. Review, 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.
4. Perform 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.
5. Monitor compliance with California 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.
6. 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.
7. Conduct research in response to special inquiries and communicate results; prepare correspondence, memos, and reports.
8. 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 on discrepancies, and make corrections via journal vouchers or encumbrance adjustments.
9. 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.
 10. 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.
 11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education Code, State sales/use tax laws, federal and State laws on back-up withholding and 1099 reporting.
- Basic research principles and procedures.
- District policies and procedures related to assigned area.
- General laws, rules, and policies affecting accounts payable records, procurement, and contracts.
- Methods and practices of account payable processing and/or purchasing/requisition processing.
- Record keeping techniques.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- 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 standard office machines and equipment, including computers and calculators.
- Perform difficult accounts payable/purchasing work requiring independent judgment and initiative.
- Post data and make arithmetical calculations rapidly and accurately.
- Understand and follow oral and written directions.
- Use computer applications, including word processing, spreadsheets, and databases.
- 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 two 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.