

ACCOUNTING TECHNICIAN I, II, III
(Bargaining Unit Position)
(Range 26, 29, 31)

DEFINITION

Under general supervision of a director or supervisor, perform basic to more complex paraprofessional accounting activities and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Accounting Technician I, II, and III series are distinguished from other classes in the accounting series in that they are in the mid-range with regard to the degree of supervision, complexity of duties, and extent of independent judgment required. The incumbents may work individually and/or in a team atmosphere and may be required to act in a lead capacity overseeing the work of other technicians, clerks, and clerical staff.

The performance of duties by the incumbent contributes to institutional effectiveness by facilitating processes required for District operation (i.e. accounting).

ESSENTIAL FUNCTIONS

Any one position may not include all the essential functions listed, nor do all the listed essential functions include all tasks, which may be found in the positions of the class.

Level I, II, and III

- Provide a variety of basic financial recordkeeping;
- Word process letters, reports, requisitions, and other materials as assigned;
- Assist in the resolution of discrepancies;
- Learn and implement, as instructed, legal requirements and technical standards;
- Assist in the compilation of financial records;
- Implement federal, state, and local policies, procedures, laws and regulations;
- Provide information to management and others relative to assignments;
- Process accounting transactions;
- Assemble, match, sort, tabulate, check, post, and file data;
- Perform mathematical calculations;
- Cross-check the work of others;
- Train, cross-train, and assist other staff members as assigned;
- Utilize computerized software programs including, but not limited to, the financial based and student system software programs;
- Perform various cash handling operations in accordance with established procedures of accountability and internal control;
- Create, maintain, and update spreadsheets and word processing documents;
- Operate 10-key calculator and utilize an alpha-numeric keyboard;
- Operate standard office equipment including but not limited to: personal computers, telecommunications equipment, printers, copiers, fax machines, typewriters, cash registers, and other office equipment;
- Receive, open, sort, and distribute the mail;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;

- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Additional Functions of Level II and III

- Provide basic to intermediate, paraprofessional financial recordkeeping, clerical, and accounting services;
- Assist with full-cycle, double-entry accounting services;
- Maintain subsidiary accounts, ledgers, journals, registers, and logs such as: accounts receivable, accounts payable, cash receipts journal, and voucher register;
- Assist with internal audit procedures;
- Resolve discrepancies with a greater degree of independence than Level I.

Additional Functions of Level III

- Provide complex, paraprofessional financial recordkeeping, clerical, and accounting services;
- Provide full-cycle, double-entry accounting services;
- Maintain subsidiary accounts, ledgers, journals, registers, and logs;
- Establish and maintain District financial and statistical records;
- Monitor and review the work of accounting technicians, clerks, and clerical staff.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

Level I, II, and III

Duties may require the ability to:

- Work with a computer-based financial management system;
- Understand and utilize a complex chart-of-accounts;
- Prepare clear, concise, and complete oral and written reports;
- Perform manual tasks and utilize technology with speed and accuracy;
- Understand and carry out complex instructions, both oral and written;
- See for the purpose of reading regulations, laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment.

QUALIFICATIONS

Education:

Required

Level I

- Minimum of a high school diploma or G.E.D. plus one year of college level courses including four (4) semester units in accounting.

Level II and III

- Minimum of an Associate degree in Accounting or closely related field including eight (8) semester units in accounting.

Preferred

Level I

- Associate degree in Accounting or related field with emphasis in accounting.

Level III

- Bachelor's degree in Accounting or closely related field.

Experience

Required

Level II

- Three (3) years of qualifying experience at a paraprofessional accounting level in an accounting office.

Level III

- Four (4) years of qualifying experience at a paraprofessional accounting level in an accounting office.

Preferred

Level I

- Three (3) years of qualifying experience at an account clerk level in an accounting office.

Level I, II, and III

- Experience in an educational or other governmental setting.

Or any equivalent combination of education and experience.

Knowledge of:

- Generally Accepted Accounting Principles (GAAP);
- Principles and procedures of financial recordkeeping and reporting;
- Principles and procedures of governmental and fund accounting;
- Pertinent federal, state, and local laws, codes, and regulations;
- Current cash handling and student accounts recordkeeping, processes, policies, and procedures;
- Computerized accounting and data processing systems as applied to accounting, budgeting, and purchasing functions;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary.

CCCUE Salary Approval: 2/25/05, 3/27/09
Board of Trustees Approval: 4/6/05, 5/06/09