

ACCOUNTING TECHNICIAN II - BOOKSTORE

Bargaining Unit Position)

(Range 29)

DEFINITION

Under direction, perform complex accounting activities; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Accounting Technician II is distinguished from other positions in the accounting technician series by the complexity of the accounting work and the technician may be required to act in a lead capacity in supervising other clerical staff; the requirements for resolving operating problems, including but not limited to those related to student registration fees; the requirement for auditing the work of others; the level of technical knowledge required; and the level of discretion required in implementing regulations, policies and procedures.

ESSENTIAL FUNCTIONS

1. Provide full-cycle accounting services and audits financial reports;
2. Rectify, (or instruct other staff to rectify and advise of procedures) non compliance with regulations, district practices and procedures, and/or prescribed audit procedures;
3. Utilize computer software programs including the financial and student system programs;
4. Compile financial reports;
5. Assist various departments in evaluating and interpreting printouts of financial records;
6. Verify availability of funds as necessitated by funding limitations;
7. Review Purchase Requisitions for completion of required information;
8. Review and initiate accounts payable for payment or accounts receivable for collection;
9. Oversee cash requisition, balancing, and depositing;
10. Responsible for all functions pertaining to returned checks due to insufficient funds;
11. Assist in opening or closing of bookstore for business;
12. Assist in cashiering functions and oversee refund process;
13. Analyze accounting and data processing financial records;
14. Audit financial reports and effect compliance, (with regulations, policies, and practices) either performing or directing others to perform steps to comply;
15. Compile financial records and reports in accordance with District, state and federal regulations;
16. Manipulate office keyboard equipment, including but not limited to calculators, computer terminals, and printers with speed and accuracy;
17. Utilize computer financial programs;
18. Oversee the work of others;

The Accounting Technician II in the bookstore may also:

19. Review and initiate accounts payable for payment or accounts receivable for collection;
20. Oversee cash requisition, balancing, and depositing;
21. Assist in opening or closing of bookstore for business;
22. Assist in cashiering functions and oversee refund process;
23. Operate keyboard equipment with speed and accuracy, including but not limited to calculators, computer

terminals, and printers;

24. 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;
25. Establish and maintain cooperative working relationships;
26. See for the purpose of reading laws and codes, rules and policies, and other printed matter;
27. Hear and understand speech at normal levels;
28. Understand and carry out oral and written directions;
29. Speak so that others will be able to understand a normal in-person and telephone conversation;
30. Work at a desk, conference table, or in meetings of various configurations;
31. Lift and/or carry 25 pounds;
32. Perform other related duties as required.

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

DESIRABLE QUALIFICATIONS

Education:

- ☒ Associate degree including accounting, business administration, and general office coursework;
- ☒ Additional qualifying experience may be substituted for desired education.

Experience:

- ☒ Three years of public agency or Education Fund (as required) accounting, including at least one year in an educational agency;
- ☒ One year of experience with operation of computer financial software; may be included in the three years of public agency experience.
- ☒ Budget preparation experience preferred.

Knowledge of:

- ☒ Financial or Fund (as required) accounting practices and procedures;
- ☒ Educational agency financial regulations and policies;
- ☒ Auditing procedures and methods;
- ☒ Computer financial and student record software programs preferred.

Board of Trustees Approval: 9-91
Revised: 5-94