

**San Jose/Evergreen Community College District
Classified Job Description**

Position: Accounting Technician

Department: Fiscal Services

Location: District wide

Date: 2002

POSITION PURPOSE

Under the supervision of a fiscal manager, the Accounting Technician performs full-charge bookkeeping or paraprofessional level accounting work in reviewing, entering, and maintaining program information, claims, reports, budget, and expenditure review and analysis for program contracts, and provides financial reports on contract and program performance.

DISTINGUISHING CHARACTERISTICS

The Accounting Technician is a journey-level paraprofessional accounting classification. This classification is different from Sr. Accounting Technician in that the Sr. Accounting Technician requires a demonstrated ability to develop financial summary statements by converting journal entries to general ledger then to consolidated summaries, develop variance and special cost reports, independently produce financial reports for special funds, and lead or orient other staff members in all facets of accounting operations.

KEY DUTIES and RESPONSIBILITIES

1. Updates and maintains the chart of accounts daily. Reviews account balances, preparing, and/or coordinating adjustments to budgeted line items.
2. Verifies accuracy of amounts and postings of transactions, including those posted by others. Posts and balances subsidiary ledgers such as accounts payable and receivable, and transfers data to general ledger. Traces transactions to determine discrepancies.
3. Classifies, codes, and consolidates charges, rates and related financial information to an automated accounting data entry system.
4. Follows pre-established accounting controls when making accounting and budget adjustments to ledgers, balance sheets, fund accounts, and special accounts.
5. Prepares statistical and financial reports requiring skill at researching information from financial data management systems. Documents and provides detailed direct-and-indirect cost accounting for projects, classes, supplies, books.
6. Participates in preparing complex financial reports that include but are not limited to, the monthly closing of books, responsibility reporting, and special reports to funding agencies. Depending on the specific assignment, may be expected to produce balance sheets and income statements using double-entry bookkeeping.
7. Prepares invoices for accounts receivable and/or other reimbursable services. Follows-up with overdue accounts to collect outstanding balance.
8. Receipts and accounts for cash and credit card charges received in payment for services. Reconciles daily cash receipts and refunds as assigned.
9. May calculate items such as employee wages, time and work reports, materials and labor charges, supply and equipment charges. May prepare related reports.

10. Independently prepares regularly recurring reports to funding agencies in standardized formats. The reports contain financial performance data, program outcome data, and other legal, demographic, and contractual compliance requirements.
11. Manipulates data management systems to produce custom, yet recurring reports, requiring a working knowledge of the relationships of financial data.
12. Assists others in formulating the annual budget for the District. Researches, compiles, and tests the validity of information provided by departments.
13. Participates with others in making salary and benefit calculations that may include research and validation of historical payroll and contribution information.
14. Recommends processes, techniques, and ideas for optimizing compliance and reporting efficiency.
15. Performs accounting clerical data entry activities involved in the preparation, audit and maintenance of department and program accounting and purchasing transactions including follow-ups with vendors, returns, and credits. Prepares documentation for purchasing transactions and maintains on-going inventory of supplies, materials, and books.
16. Perform other duties as assigned that support the overall objective of the position.

EMPLOYMENT STANDARDS

Knowledge:

1. Techniques, practices, and terminology of financial and cost accounting, bookkeeping, and audit.
2. Budget development and maintenance procedures.
3. Business mathematics and recordkeeping.
4. Organization of clerical office procedures and methods for an accounting office.
5. Spreadsheet programs and data entry requirements in an automated fiscal system.
6. Sufficient reading skill to understand accounting information found in regulations and professional journals.
7. Well-developed interpersonal skills to convey technical concepts to others and achieve harmony with a small work team.
8. District organization, operations, policies and objectives.
9. Modern office practices, procedures and equipment.

Skills and Abilities:

1. Enter data onto standardized formats using computerized database programs by using keyboards or 10-key skills and calculators.
2. Perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and rations, etc.
3. Document accounting transactions onto an automated accounting data entry system.

4. Maintain accurate financial and statistical records with speed and accuracy.
5. Assist in the preparation of special reports.
6. Establish and maintain cooperative relationships with those contacted in the course of the work.
7. Prioritize and perform work in order to meet, monthly, quarterly and annual schedules and timelines.
8. Carry out directions independent of close supervision.

Education and Experience:

1. Education equivalent to a high school diploma plus one year of college level course work in accounting or bookkeeping.
2. Three years of experience in a production oriented record keeping capacity.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

Licenses and Requirements:

1. Possession of, or ability to obtain, an appropriate valid California driver's license.

WORKING CONDITIONS

Environment:

1. Office and warehouse environment

Physical demands:

1. Requires sufficient hand coordination to use a keyboard for routine typing and advanced data entry. Requires sufficient arm/hand movements to retrieve work materials involving some overhead and lower reaching. Requires visual acuity sufficient to recognize numeric and alpha characters, and operate a variety of common office equipment. Requires sufficient auditory ability to exchange information in person and over the phone.

Date Approved: 2002

Salary Range: 85

EEO-Category: 2B3 – Technical/Paraprofessional