

ACCOUNTING TECHNICIAN

DEFINITION:

Under general supervision, to perform accounts payable, accounts receivable, cash management and general ledger duties; to provide advanced support in the preparation and maintenance of accounting records and reports; to enter, reconcile and balance assigned accounts; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification may include accounts payable, general ledger accounting and/or cashiering duties, and may provide assistance to other positions in the department.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- . Performs accounting duties in the areas of accounts receivable, accounts payable, cash management and general ledger;
- . Examines supporting documentation to establish proper authorization and conformance with agreements, contracts, and state and federal regulations;
- . Prepares accounts payable, travel/conference and employee reimbursements for payment including disbursements for Financial Aid and Associated Student Body; keeps accurate supporting documentation; reconciles invoices to supporting documentation;
- . Processes payments to vendors, staff and others; contacts vendors and others to resolve invoice or other billing problems;
- . Calculates and reviews invoice sales tax for accuracy and compliance with current laws; maintain sales tax summary report;
- . Analyzes vendor spending to ensure have not exceeded the annual contract limit; notifies Director of Business Services of any potential issues.
- . Verifies bank deposits, counts coins, cash and checks, ensures all checks are endorsed;
- . Prepares cash receipt batches for data entry; reconciles batches to supporting documentation and reconciles any discrepancies;
- . Serves as backup to duties of Business Office Assistant or other clerical support positions;
- . Prepares and maintains records and reports related to assigned accounting functions; audits reports and information for accuracy; and posts data;
- . Prepares journal entries and periodic reconciliations of subsidiary accounts, credit card and bank statements, for example, periodically downloads and reconciles program codes for accuracy, completes monthly GASB calculation, completes monthly apportionment entry, reconciles UBOC and money market accounts;
- . Researches and organizes information from a variety of sources to be used in completing forms or in preparing reports;

- . Prepares health benefits and retiree refunds for payment;
- . Prepares billings to outside agencies for services provided by the college;
- . Maintains a database of bad debt accounts; sends to collection as appropriate;
- . Conducts internal cash audits and assists with field audits on an assigned basis;
- . Assists department staff as needed for special projects and peak workload periods including preparation of the 1099 Tax forms at year end; provides assistance to independent auditors as needed;
- . May oversee the work of paid staff or student workers.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and practices of bookkeeping and basic accounting.

Basic business mathematics.

Cash and budgetary control processes.

General office and record keeping procedures.

Security risks and control procedures related to accounting and cash handling.

The importance of protecting the confidentiality of financial records.

Skill in:

Extracting data from accounting system and preparing/analyzing basic financial documents.

Producing clear and accurate accounting information.

Understanding financial documents and reviewing for accuracy, completeness, validity and compliance with current accounting rules and college policies.

Working independently and making sound decisions and recommendations.

Understanding and following established operating policies and guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of work, including students, staff, vendors, board members and faculty.

Working under pressure and meeting deadlines while also meeting customer needs.

Using word processing, spreadsheet, accounting and reporting software and data base programs at a competent level.

Other Requirements:

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

An Associate of Arts degree with at least fifteen (15) units in accounting, finance, business administration, or a closely related field. Two years work experience handling cash and performing accounts payable duties using a computer based accounting system.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision to read handwritten, typed and printed documents, and computer monitor displays; speech and hearing to communicate in person and by telephone; manual dexterity and motor skills to use a variety of office tools, manipulate paper and operate a keyboard; mobility to move throughout the work site; physical ability to sit or otherwise remain stationary at work post for long periods of time; and ability to lift, carry and push up to 50 pounds to transport supplies and files, and to empty coin bags. This work is performed indoors in a typical office environment.