

SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of complex and technical budget and accounting work in support of an assigned program or centralized function; maintain, review, audit and adjust assigned accounts; process, record and audit various transactions; prepare, reconcile and maintain a variety of financial and statistical records, reports and statements.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

1. Perform a variety of complex and technical budget and accounting work in support of an assigned program or centralized function; provide technical accounting support for various accounts and functions such as accounts payable and accounts receivable; audit accounts for errors and make appropriate adjustments
2. Maintain, verify and audit assigned accounts; assemble, match, sort, tabulate, check, code and post a variety of financial and statistical data such as income, expenditures and transfers; review, adjust and assure accuracy of ledgers and journal entries; balance, adjust and reconcile accounts.
3. Prepare, process, verify, evaluate and audit a variety of financial transactions and related documents such as purchase orders, reimbursements, claims, requisitions, credit memos, warrants and invoices; calculate, prepare and assure accuracy of incoming and outgoing payments.
4. Provide fiscal counsel and assist with the overall operation of an assigned program as appropriate, respond to inquiries and provide technical information concerning related accounts, budgets, transactions, records, laws, regulations, policies and procedures.
5. Research, compile, prepare, verify and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports, statements and files related to accounts, income, expenditures, funds, budgets and assigned activities.
6. Distribute, receive, process, audit and evaluate various fiscal forms, documents and applications; compare and reconcile forms, statements, records, reports and other financial documents; identify errors, make corrections and resolve discrepancies; initiate and process account transfers as needed.
7. Process accounts payable as assigned; prepare, audit and code invoices for payments; assure accuracy and completeness of invoices; verify invoices and match with purchase orders and other documents; maintain contact with vendors to modify and clarify invoices and resolve discrepancies.
8. Research and work with vendors to purchase materials, equipment and supplies for an assigned program as required; order, receive, store and distribute supplies and equipment; monitor and maintain adequate inventory levels of supplies and equipment.

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9. Input a variety of financial and statistical data into an assigned computer system; establish and maintain various automated records and files; initiate queries, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data.
10. Process accounts receivable as assigned; receive, process and verify incoming checks; check money totals against receipts and invoices to assure accuracy; prepare, reconcile and make bank deposits; prepare and follow up on invoices and billings as directed.
11. Monitor funds for income and expenditures; review, adjust and assure accuracy of journal entries; assist in assuring transactions comply with established standards and requirements.
12. Calculate, prepare and revise budgetary data as directed; assist in assuring expenditures comply with established requirements; provide recommendations concerning budget preparation, development, revisions and amendments; prepare and review budget actions; assure availability of funds.
13. Communicate with County Office personnel and various outside agencies to exchange information and resolve issues or concerns.
14. Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; drive a vehicle to conduct work as required.
15. Maintain fiscal calendars and time lines as required; assist in assuring mandated reports, records and data are completed and submitted to appropriate agency or personnel according to established time lines.
16. Provide technical support with year-end closing, new fiscal year and related financial functions.
17. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in technical accounting work.
Financial and statistical record-keeping techniques.
Preparation of financial statements and comprehensive accounting reports.
General accounting and business functions of an educational organization
Policies and objectives of assigned programs and activities.
Use and processing of invoices, purchase orders and related documents.
Preparation, review and control of assigned accounts.
Data control procedures and data entry operations.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills including tact, patience and courtesy.

ABILITY TO:

Perform a variety of complex and technical budget and accounting work in support of an assigned program or centralized function.

Prepare, process, verify, evaluate and audit a variety of financial transactions and related documents such as purchase orders, reimbursements, claims, requisitions, credit memos, warrants and invoices.

Maintain accurate financial and statistical records.

Prepare and evaluate comprehensive accounting reports and statements.

Verify, balance and adjust accounts.

Identify, investigate and resolve financial errors and discrepancies.

Monitor and audit income and expenditures.

Assemble, organize and prepare data for records and reports.

Reconcile, balance and audit assigned accounts.

Compare numbers and detect errors efficiently.

Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Perform arithmetic calculations quickly and accurately.

EDUCATION AND EXPERIENCE:

Two years course work in accounting or related field or equivalent to an Associate Degree and three years clerical accounting experience.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification may require possession of a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

APPROVED BY PERSONNEL COMMISSION:

July 20, 2005