

SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission

CLASS TITLE: SENIOR ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of complex, technical and specialized accounting duties in support of multiple grants and programs and related budgets and accounts including the updating and maintenance of journals and ledgers; review, analyze, maintain and adjust assigned funds, budgets and accounts; prepare, audit, reconcile and maintain a variety of financial and statistical records, reports and statements.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

1. Perform a variety of complex, technical and specialized accounting duties in support of multiple grants and programs and related budgets and accounts; provide specialized support for accounts payable, accounts receivable, general ledger, payroll, benefits or other assigned areas; assure financial transactions comply with established standards, requirements, policies and procedures.
2. Calculate, assemble, match, sort, tabulate, review and post a variety of financial and statistical data to journals and ledgers; balance, audit and adjust accounts; monitor funds for income and expenditures; audit accounts and related data, records, reports and statements for errors, accuracy, completeness and compliance with established requirements; make appropriate corrections as needed.
3. Research, compile, prepare and revise accounting data and documents; monitor, evaluate and reconcile accounts; code, verify and update accounts to reflect income and expenditures; compare and reconcile fiscal statements, records, reports and documents to assure accurate fund accounting; identify errors; resolve discrepancies; review, adjust and assure accuracy of journal entries.
4. Provide technical direction, training and assistance to accounting staff, County Office personnel, administrators and various outside agencies concerning assigned accounting functions; respond to inquiries and provide detailed and technical information concerning related accounts, funds, budgets, transactions, records, reports, laws, regulations, policies and procedures/
5. Prepare and maintain a variety of financial and statistical records, statements, files and reports related to accounts, funds, income, expenditures, budgets, programs, grants, contracts, reconciliations and assigned activities; assure mandated reports are completed in accordance with established time lines and requirements.
6. Assist in the development, preparation and maintenance of various budgets as assigned; assist in assuring expenditures do not exceed established limitations; analyze budgetary data and prepare forecasts, projections and recommendations; assist in assuring grant transactions comply with established requirements; initiate and process account and budget transfers as directed.

Senior Accounting Technician

Page 2

7. 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.
8. Receive, review, process, sort and file purchase orders, requisitions, warrants, claims, journal vouchers and invoices as assigned; prepare invoices and other documents for payment; assure proper account coding; issue payments for various financial obligations as directed; check and audit invoices for accuracy.
9. Process accounts receivable as required; receive, audit and verify incoming monies; check money totals against receipts and invoices to assure accuracy; prepare, audit and reconcile various deposits; prepare and follow up on invoices and billings as directed.
10. Compile, prepare, process and analyze a variety of forms and documents involved in financial, statistical and other transactions related to assigned accounts and functions; process, assemble, prepare and distribute a variety of fiscal materials and correspondence as required.
11. Communicate with County Office personnel and various outside agencies to exchange information and resolve issues or concerns.
12. Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; drive a vehicle to conduct work as required.
13. Provide technical support with year-end closing, new fiscal year and related accruals, grants, allocations and financial functions as assigned.
14. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in specialized accounting work.
Generally accepted accounting principles, practices and procedures.
Preparation, review and control of assigned accounts.
Financial and statistical record-keeping techniques.
Preparation of financial statements and comprehensive accounting reports.
Use and processing of invoices, purchase orders and related documents.
Record retrieval and storage systems.
Applicable laws, codes, rules, regulations, policies and procedures.
Policies and objectives of assigned programs and activities.
General accounting and business functions of an educational organization.
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.
Arithmetic computations.

Senior Accounting Technician
Page 3

ABILITY TO:

Perform a variety of complex, technical and specialized accounting duties in support of multiple grants and programs and related budgets and accounts.
Calculate, post and adjust journal and ledger entries including income and expenditures.
Reconcile, balance, verify, audit and adjust assigned accounts, funds and budgets.
Prepare and analyze comprehensive accounting statements and reports.
Maintain accurate financial and statistical records.
Monitor and audit income and expenditures.
Assemble, organize and prepare data for records and reports.
Assist in the development, preparation and maintenance of various budgets as assigned.
Compare numbers and detect errors efficiently.
Provide technical direction, training and assistance concerning assigned accounting functions.
Reconcile various fiscal statements to assure accurate fund accounting as assigned.
Identify, investigate and resolve financial issues, errors and discrepancies.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Perform arithmetic calculations quickly and accurately.
Meet schedules and time lines.
Operate standard office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree with course work in accounting or related field and four years 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