

## **ACCOUNTING TECHNICIAN, SENIOR**

**Reports to:** Varies according to assignment

**Division:** Varies according to assignment

### **Our ideal candidate**

You are a dependable professional with well-developed communication skills. You work efficiently, with strong attention to detail and accuracy, and can prioritize tasks in order to meet established deadlines. You are a problem-solver with a “can-do” attitude, and have the ability to work independently as well as collaboratively on teams. You adapt to evolving work methods and activities, incorporate new and effective ways to achieve better results, and take ownership of the tasks and responsibilities of the position. You are committed to providing the best service possible to the Santa Barbara County Education Office, school districts, and employees.

### **General description**

Under general direction, perform a variety of complex, technical governmental accounting duties in support of multiple grants and programs and related funds, 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 records, reports, and statements.

### **Specific duties and responsibilities**

1. Provide specialized support for general ledger, accounts payable, accounts receivable, payroll, benefits, or other assigned areas; provide information about applicable laws, regulations, policies, and procedures in order to assure financial transactions comply with established standards, requirements, policies and procedures.
2. Serve as technical lead on assigned accounting functions with SBCEO accounting staff and administrators and outside agencies; respond to inquiries and provide detailed and technical information to staff of SBCEO and outside agencies concerning related funds, budgets, accounts, transactions, records, reports in order to exchange needed information and resolve issues or concerns.
3. Review and post a variety of financial data to journals and ledgers; balance, audit, and adjust accounts; monitor funds for income and expenditures; code, verify and update accounts to reflect income and expenditures; make appropriate corrections as needed.
4. Research and revise accounting data and documents; evaluate and reconcile accounts; compare and reconcile fiscal statements, records, reports and documents to assure accurate fund accounting; audit accounts and related data, records, reports, and statements to ensure accuracy, completeness, and compliance with established requirements; identify errors; resolve discrepancies; review, adjust, and assure accuracy of journal entries.

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5. Prepare and maintain a variety of financial 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 timelines and requirements.
6. Develop, prepare, and maintain various budgets as assigned; support departmental managers by assuring expenditures do not exceed established limitations, analyzing budgetary data, and preparing forecasts, projections, and recommendations; ensure grant transactions comply with established requirements; initiate and process account and budget transfers as authorized.
7. Use a variety of software programs and databases to: establish and maintain records and files; initiate queries, develop spreadsheets, and generate a variety of custom and standard computerized reports and statements; assure accuracy of input and output data.
8. Review, audit for accuracy, and process purchase orders, requisitions, warrants, claims, journal entries, and invoices; prepare invoices and other documents for payment; assure proper account coding; issue payments for various financial obligations.
9. 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.
10. Provide technical support with year-end closing, new fiscal year and related accruals, grants, allocations and financial functions as assigned.
11. May serve as leadworker over other accounting and clerical staff.
12. Perform related duties as assigned.

### **Requirements**

Education: Possession of an associate's degree in accounting, business, or related field preferred.

Experience: Two years of experience performing paraprofessional accounting duties. Experience in a public sector or public school setting is preferred.

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### **Knowledge of:**

- Methods, procedures, and terminology used in technical accounting, including general ledger, governmental and fund accounting, and grant accounting
- Financial record-keeping practices
- General accounting and business functions of an educational organization
- Policies and objectives of assigned programs and activities
- Arithmetic, including percentages and fractions
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Databases and enterprise financial systems
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette

### **Ability to:**

- Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures
- Analyze data and situations accurately, make sound decisions, and recommend effective courses of action
- Work with speed and accuracy
- Make accurate arithmetical computations
- Use and achieve proficiency with a variety of computerized accounting, enterprise, and other software programs
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with individuals at all levels of the organization
- Work independently and as a member of a team
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive materials

### **Licenses and certificates**

Some positions in this classification may require possession of a valid California driver's license. Occasional local travel may be required.



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**Working conditions**

An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.

**Series**

Fiscal/Business

**Salary range 76**

*Approved by the Personnel Commission:* July 20, 2005  
*Revised:* November 14, 2019