

ACCOUNTING TECHNICIAN I/II

JOB SUMMARY

Under supervision, performs accounting and clerical work to prepare, process, and maintain accounting and financial records; and performs related work as required.

As the Accounting Technician I incumbent gains skills and performs more difficult work through experience and training, and as a desired level of proficiency is reached, advancement to Accounting Technician II class can be reasonably expected. Most incumbents gain the skill, experience, certification and proficiency for advancement within two years with the District.

EXAMPLES OF DUTIES

(Duties include but are not limited to the following):

- Processes invoices for payment in accordance with District policies and procedures; ensures timely processing to receive payment discounts; verifies the accuracy of invoices; reconciles and resolves discrepancies in supporting documentation; answers questions from departments regarding payments; maintains files of supporting documents, pay requests and related materials; prints checks and check registers; sends transaction files to bank.
- Assigns correct vendor and general ledger account codes.
- Coordinates regularly with purchasing staff regarding status of orders, back orders, invoices and purchase orders.
- Provides accounts payable information to staff; reviews accounts payable expenditures with District supervisors; compiles accounts payable reports for District reporting.
- Maintains the District's petty cash fund and may count the daily cash drawer as needed.
- Provides back-up to Customer Service functions as needed.
- Sends out vendor 1099 forms at the end of the calendar year.
- Collects, sorts and posts invoices, receipts and other data.
- Assists supervisors in preparing for financial audits and other reviews.
- Maintains records and processes employee reimbursements.
- Performs special projects as assigned.
- Operates office equipment, including computers, printers, calculators, copiers, and other office equipment.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Accounting principles and practices.
- Accounts payable processing.
- Operation of office equipment.
- Methods and practices of financial recordkeeping for assigned work.
- Business mathematics.
- English usage, spelling, grammar and punctuation.

Ability to:

- Organize work and meet deadlines.
- Examine and verify financial documents.
- Learn to interpret, apply, and explain policies and procedures.
- Learn to use Excel to track a variety of information.
- Make mathematical computations quickly and accurately.
- Operate office equipment with efficiency and accuracy.
- Maintain accurate financial records, and identify and reconcile errors.
- Communicate clearly and concisely, both verbally and in writing.
- Understand and carry out verbal and written instructions.
- Establish and maintain effective relationships with work contacts.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One to two years of responsible accounting experience with maintaining and posting accounting and financial records.

Education: Formal or informal education or training at a level which ensures the ability to read, write, and perform mathematical computations and write reports at a level necessary for successful job performance. Supplemental course work in accounting or a related field is desirable.

Licenses and Certificates:

Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier.

Physical Demands:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; sit or stand for prolonged periods of time; use hands and fingers repetitively to manipulate small objects and print or write legibly; frequently lift up to 25 pounds; reach with hands and arms; speak in a normal voice to be able to be heard and understood on the telephone and awareness of electrical hazards.

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