



## ADMINISTRATIVE TECHNICIAN (ACCOUNTING)

### DEFINITION

Under general supervision, performs review, preparation and maintenance of fiscal and statistical records and accounts; audits a variety of fiscal records and accounts, funds, refunds and bank statement reconciliations; performs difficult and responsible para-professional accounting work; and does other work as required.

### SUPERVISION RECEIVED AND EXERCISED

The Accounting Technician receives guidance from the Administrative Office Coordinator. Direct supervision is received from the Administrative Services Manager. This position exercises no supervision of staff.

### CLASS CHARACTERISTICS

This single position class is characterized by the responsibility to perform responsible and complex para-professional accounting work requiring the independent application of technical accounting principles and procedures. Responsibilities include performing a full range of professional accounting duties that require the knowledge and application of accounting principles and practices, using various software applications and general accounting software. This position receives only occasional instruction or assistance as new or unusual situations arise and are fully aware of procedures and policies related to government accounting and budgets.

### EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Reviews, and participates in the work of clerical accounting, including the preparation, maintenance and processing of a variety of fiscal and statistical records and accounts.
- Audits incoming funds, refunds and bank statement reconciliations prepared and processed by staff to ensure standards for accuracy, completeness and adherence to prescribed work methods, verifies calculations and postings and examines, balances and adjusts fiscal records and accounts processed and maintained by staff; identifies, and analyzes and resolves difficult, technical manual and computerized billing and recordkeeping problems; prepares appropriate adjusting entries as necessary.
- Provides technical guidance to staff and explains appropriate application of recordkeeping practices and District rules and procedures on difficult and unusual fiscal transactions; responds to inquiries that involve searching for and abstracting technical data and the explanation and application of detailed and complex policies and procedures.
- Establishes and maintains ancillary, statistical, recordkeeping and accounting control records within a framework of an established accounting system; compiles and prepares or coordinates the compilation and preparation of a variety of complex fiscal reports and statements, including EPA, State and Federal tax reports; prepares interest revenue accruals.



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- Performs accounts payable and account receivable duties.
- Processes bank deposits.
- Performs year-end closing journal entries.
- Processes payroll, salary projections and escheatment duties.
- Works with sources on delinquent accounts and collections of such accounts.
- Reviews and participates in technical and administrative tasks related to grant management, including but not limited to application for grants, grant reporting, conducting time studies for grants, and fiscal coordination.
- Assists in preparing Requests for Proposal (RFPs) and Requests for Quotations (RFQs).
- Assists in internal and external audits.
- Provide customer service as needed.
- Performs other duties as assigned.

### **QUALIFICATION GUIDELINES**

#### **Education and/or Experience**

Any combination of training and experience which demonstrate the knowledge, skills and abilities to audit, prepare, and maintain fiscal and statistical records and accounts; knowledge of accounting and recordkeeping principles, practices and procedures; general accounting systems and related transactions; the functions and general operations of a computerized recordkeeping and billing system; arithmetical computations required to compile, maintain and audit statistical or financial records and reports.

A typical way to obtain the required qualifications would be:

Completion of 18 semester or 27 quarter units from a recognized college in accounting, recordkeeping or business math or a closely related field and two years of professional experience in accounting, or any combination of training and experience that could likely provide the desired knowledge and abilities.

#### **Knowledge and Abilities**

Knowledge of:

- Organization and function of public agencies, including the role of an elected Governing Board.
- Report preparation, filing methods and records management techniques.
- Desktop word processing software, accounting software and knowledge of website software programs.
- Standard office practices and procedures.
- Operate standard office machines which may include adding machines, calculators, data entry terminals
- Methods and techniques for record keeping and report preparation and writing.
- Occupational hazards and standard safety practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.



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### **Ability to:**

- Excellent written skills; ability to write clearly and concisely.
- Ability to work independently with minimal supervision.
- Communicate application of accounting procedures and practices to the public.
- Research and abstract complex technical data and resolve discrepancies within an established accounting system
- Proficiency in organizing work, setting priorities, meeting critical deadlines, and following up with minimum direction.
- Proficient in using publishing software in a Windows environment.
- Read, interpret, and record data accurately.
- Work independently and as part of a team.
- Respond to issues and concerns from businesses, industry, public agencies, contractors, and the community.
  - Follow written and oral directions.
  - Observe safety principles and work safely.
  - Communicate clearly and concisely, both orally and in writing.
  - Operate an office computer and a variety of word processing and software applications.
- Safely and effectively operate ordinary hand and power tools.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Skill in researching, compiling and summarizing a variety of technical reports and informational materials.
- Interpreting, applying and explaining complex policies and procedures.
- Use tact, discretion, initiative and independent judgment within established guidelines.

### **PHYSICAL ABILITIES**

Must be able to perform essential functions of the job. Work is performed in an office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. Position requires grasping, repetitive hand-eye coordination and fine-manipulation skills for preparing reports and data using a PC keyboard, computer mouse, and various office equipment. This position also requires good listening skills and the occasional need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds. Travel by vehicle is required.

### **WORKING CONDITIONS**

Work is performed both in an office setting and at offsite locations such as community buildings, educational institutions, public facilities, etc.

At times the public can disagree with the requirements of regulatory agencies and may be difficult to work with. This position must be able to handle these types of situations with diplomacy and tact.



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**SPECIAL REQUIREMENTS**

- This position must possess a valid California Class C Driver's License.
  - Safety training as required by the District's Safety Program
- FSLA Status: Non-exempt - Covered under Collective Bargaining Unit

Approved: May 2022