

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

ACCOUNTING TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, perform technical para-professional accounting work of above-average difficulty in the maintenance of a wide variety of general and specialized financial records and documents; prepare account adjustments, reconcile bank accounts for financial aid and prepare various financial and statistical reports; may perform duties of full-charge bookkeeper for a system of accounts; provide technical and complex administrative support to higher level accounting or financial management staff; and may have lead responsibilities over student assistants and accounting assistant positions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assemble, tabulate, check and file financial data and process a variety of documents involved in financial transactions; maintain financial records such as journals, ledgers, record of stores, equipment and perpetual inventory, and budgetary appropriation accounts.
2. Prepare and post bills for payment, monthly trial balances, bank reconciliations, financial statements and sales tax reports; close and re-open books of account.
3. Collect and receive monies within the area of assignment; deposit funds in appropriate accounts; maintain revolving cash fund and prepare related bank reconciliations.
4. Prepare billing for accounts receivable, following up on collection items; compare purchase orders against invoices; check requisitions against available funds; make and verify extensions; assign codes and numbers to accounts, vendors, and clients according to procedures.
5. Review items related to accounts receivable; resolve invoicing, purchase order and other financial documentation questions or problems with affected vendors.
6. Prepare and type financial and statistical reports; maintain registers and general and detailed ledger journals for District funds; maintain accounting records for categorical funds.
7. Receive, code, and verify financial documents for accuracy and adherence to legal and procedural requirements; enter and update records manually and electronically; prepare records for data processing routines.
8. Receive and verify expenses claimed for travel purposes; log expenses into appropriate program in preparation for reimbursement.
9. Utilize general software packages and applications to access District host computer and/or other databases; enter and extract information and data, compile and distribute information to appropriate organizational units and prepare various computerized reports and spreadsheets.
10. Provide training to designated staff related to assigned area of responsibility including in the areas of account balances, year to date account activity, budgets, and form preparation; provides training to Student Life staff and students involved in Associated Student Body Clubs and Senate.

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11. Review, analyze and approve transactions processed by others for accuracy, appropriateness and proper allocation.
12. Respond to inquiries and convey technical and/or other information about programs and services provided by the organizational unit and the District; convey policies and procedures, referring difficult or sensitive matters to the appropriate administrator.
13. Assist in the review of financial reports prepared by other departments.
14. Participate in the development of new forms and procedures.
15. Operate various office machines and computer equipment, including typewriter, adding machine, calculator, and copier.
16. Make regular contact with vendors, staff, students, and public to discuss routine financial transactions and to resolve simple problems.
17. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Generally accepted accounting principles and practices used in double entry accounting (GAAP).
2. GASB pronouncements, general ledger processes and special program accounting practices and procedures.
3. Basic cost accounting principles.
4. Basic auditing and budgeting principles and practices.
5. Principles and procedures of accounts receivable operations.
6. Data entry methods used in automated accounting systems.
7. Methods and techniques of financial record keeping and reporting.
8. Sufficient business math skills to perform algebraic and statistical computations.
9. Office procedures, methods, and equipment including computers, applicable software applications such as word processing, spreadsheets, and databases, and automated accounting systems.
10. English usage, spelling, grammar, and punctuation.

Ability to:

1. Maintain accurate and complete financial records and transactions.
2. Enter financial data onto automated accounting systems and prepare account adjustments.
3. Perform a variety of accounting, fiscal, and statistical record keeping duties including to maintain and reconcile a variety of records and files.
4. Ensure accuracy and make adjustments, corrections and reconciliations to accounts as needed.
5. Complete complex arithmetic, algebraic and statistical computations with speed and accuracy.
6. Communicate complex technical accounting issues in clear, concise form both orally and in writing.
7. Prepare clear and accurate financial statements and reports.
8. Apply applicable federal, state, and local laws, codes, and regulations.

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9. Plan and organize work to meet changing priorities and deadlines.
10. Meet critical deadlines while working with frequent interruptions.
11. Exercise tact and judgment in responding to inquiries and resolving complaints and problems.
12. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
13. Communicate clearly and concisely, both orally and in writing.
14. Establish and maintain effective working relationships with those contacted in the course of work.
15. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in finance, accounting, business administration or a related field.

Experience:

Two years of increasingly responsible experience in the preparation and maintenance of accounting records.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

6/7/94: 11/14/95

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Clerical – Secretarial – Fiscal