

ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, performs technical financial and accounting duties related to the evaluation, processing, preparation, maintenance and verification of financial, accounting and statistical records; prepares and maintains technical financial reports and statements; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the first technical level class of the Accounting Support Series within the Yosemite Community College District (YCCD). Positions in this class perform technical duties in support of department fiscal, financial and accounting functions. Incumbents utilize technical knowledge of specialized subject areas to make decisions and complete assignments. Positions at this level may be assigned to various divisions or work units within YCCD.

This class may be distinguished from the class of Accounting Assistant II because incumbents in that class perform journey-level clerical duties related to fiscal/financial/accounting functions. This class may also be distinguished from the higher-level class of Accounting Specialist because incumbents in that class serve as technical specialists, performing advanced technical financial and accounting duties related to the more complex functions of the assigned work unit.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under general supervision, working alone on routine or regular work assignments and checking with a supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a project or assignment basis.

EXAMPLES OF DUTIES (*Illustrative Only*)

- Performs technical financial and accounting functions that include assembling, tabulating, calculating, verifying, and filing accounting and fiscal-related data.
- Performs a wide range of technical fiscal record management operations related to one or more specialized accounts payable, accounts receivable, purchasing, budget control, student loan, financial aid and other functions.
- Assists with the revision, formulation and implementation of accounting and budget control record management systems and procedures.

- Posts, balances and verifies accounting and budget control records in manual and/or automated systems; reviews, verifies and reconciles output reports.
- Prepares trial balances and financial statements.
- Establishes, posts and maintains journals, ledgers and a variety of other accounting and fiscal records.
- Prepares technical accounting, budget control and fund analyses.
- Performs technical accounting functions pertaining to student loan review and loan collection.
- Interprets and provides information regarding routine legal mandates, policies, regulations and operational guidelines to District personnel.
- Provides technical information to county, state and federal agencies.
- Prepares and performs warrant runs; researches complex issues related to lost, canceled or unpaid checks.
- Audits and processes complex reimbursement requests related to travel, training and special events, ensuring compliance with District policies and procedures.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Principles and practices of technical accounting.
- Methods and techniques of accounts receivable.
- Principles and procedures of financial record keeping and reporting.
- Methods and techniques of cash handling.
- Principles and applications of mathematics.
- Principles and practices of filing and record keeping.
- Modern accounting and financial software applications.
- Modern office procedures, methods and equipment including computers.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Maintain and reconcile assigned accounting ledgers.
- Utilize accounting and financial software applications.
- Develop, implement and monitor operating budgets.
- Receive, process and account for all cash collected from various campus sources.

- Perform complex mathematical calculations.
- Process and maintain accounts receivable records.
- Maintain a variety of accounting files and records.
- Prepare financial statements and reports.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Licenses and Certificates:

- Depending upon assignment, a valid typing or keyboarding certificate for 45 words per minute may be required.
- Depending upon assignment, a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Pattern I

- Experience: Two years equivalent to an Accounting Assistant at YCCD.

OR Pattern II

- Education: Possession of an associate's degree from an accredited college or university, with major course work in general accounting, finance or a closely related field.
- Experience: Two years of financial and/or accounting clerical work that included extensive responsibility with computer-assisted accounting record management systems.

Special Requirements:

- None

Class Adopted: 03/01/09

Class Amended: XX-XX-XX