

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of the appropriate Business Services supervisor, perform technical and complex accounting clerical work involving financial and statistical record-keeping in an assigned area such as accounts payable, accounts receivable and payroll; assure the timely preparation and distribution of financial and statistical reports and records for assigned area.

DISTINGUISHING CHARACTERISTICS:

The Accounting Assistant classification performs accounting clerical duties in support of other accounting functions. Incumbents may also perform accounting-related functions for academic departments which require special reporting and monitoring for grants or special programs. Incumbents assigned to the classification of accounting Technician perform more technical and complex accounting duties and exercise independent judgment over an established accounting function such as accounts payable and payroll. The Senior Accounting Technician classification is assigned accounting work which requires knowledge which is deeper in terms of technical application of accounting and accounting control principles. Senior Accounting Technician incumbents operate with more freedom to act and are typically assigned complete responsibility for specific complex accounting functions.

REPRESENTATIVE DUTIES:

Maintain a complete set of financial records such as accounts payable, accounts receivable, payroll or other complex District accounts; assure the timely preparation and distribution of financial and statistical reports and records for assigned area. (E)

Verify, balance and adjust accounts payable; reconcile accounts payable activity to general ledger; process and follow-up on payments to vendors for supplies, materials and services. (E)

Prepare and process District payroll according to established timelines; receive and review timesheets and verify hours worked; post hours into computer payroll records; verify extensions and coding. (E)

Verify accuracy of invoices, requisitions, purchase orders and similar documents and provide staff support. (E)

Coordinate activities with District departments and assist in the processing of assigned grants and scholarships; calculate, request and draw funds for deposit in accounts; generate checks and maintain general ledger. (E)

Compare, verify, index and file invoices, vouchers, purchase orders, warrants and other records. (E)

Organize, oversee and participate in establishing current liabilities and prepaid expense accounts in the general ledger at year-end; review, analyze and reconcile detailed computerized records and documentation to general ledger accounts. (E)

Prepare, process and review a variety of payroll-related forms and documents in accordance with established procedures and timelines; prepare transmittals and paychecks for direct mailing to financial institutions. (E)

Review expenditures for validity and accuracy; review and audit expenditures for inclusion in fixed asset program. (E)

Communicate with District faculty, staff, financial institutions and others and provide information related to assigned accounting function; receive and resolve accounting related problems, issues and concerns; research information and obtain related documentation. (E)

Coordinate accounts payable activities with Central Receiving assuring timely posting of goods received to facilitate payment. (E)

Calculate payroll adjustments and process special requests; cancel and reissue warrants as necessary; total and reconcile assigned accounts. (E)

Work closely with vendors and staff regarding purchase orders and invoice payments; expedite orders as necessary. (E)

Prepare, process, audit and balance various types of payments to employees; determine appropriate budget codes, pay matrix and type, taxes, FICA, medicare status and deductions; establish and adjust records. (E)

Develop and coordinate payroll and financial aid schedules with County Superintendent and other District offices. (E)

Respond to requests from independent auditors; provide information and assistance as requested. (E)

Provide payroll and fringe benefit information and assistance to staff. (E)

Prepare checks from Clearing Account to reconcile account on a regular basis. (E)

Organize the establishment of use tax payables; review, reconcile and process use tax payments on a quarterly basis; prepare and generate State Use Tax Report. (E)

Maintain records for District retiree benefit program; prepare State and federal reports as needed; process retiree health and welfare benefit changes and updates; rate changes as necessary; assure appropriate changes for billings and payments are made. (E)

Research, analyze and interpret laws, rules and regulations related to assigned accounting functions including federal and State compliance and reporting requirements. (E)

Operate a variety of office machines including computer terminal, personal computer and calculator; develop, implement and maintain computerized spreadsheets to track data required by the District. (E)

Provide fiscal services to the Associated Students and trust clubs including accounts receivable and accounts payable; maintain general ledger for these funds. (E)

Perform related duties as assigned.

KNOWLEDGE OF:

Applicable sections of the State Education Code and other federal, State, County and District laws, policies, rules and regulations.

Technical aspects of field of specialty.

District organization, operations, policies and objectives.

Applicable accounting practices and procedures.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Electronic data processing techniques and capabilities.

ABILITY TO:

Apply bookkeeping and financial record-keeping principles to the maintenance of fiscal and accounting records.

Make arithmetic computations with speed and accuracy.

Maintain accurate financial and statistical records.

Operate standard office machines such as typewriter, calculators, computer terminals and personal computers.

Learn office polices, rules and practices.

Prepare data processing input documents rapidly and accurately.

Understand and follow oral and written instructions.

Meet schedules and time lines.

Plan and organize work.

Work cooperatively with others.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by course work in accounting and three years of increasingly responsible experience in financial or statistical record-keeping.

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Lifting light objects.