

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN - CalWORKs

BASIC FUNCTION:

Under the supervision of the Vice President of Student Services and the direction of the CalWORKs Coordinator, perform technical and complex accounting clerical work involving financial and statistical record-keeping; assure the timely preparation and distribution of financial and statistical reports and records for the CalWORKs program.

REPRESENTATIVE DUTIES:

Maintain a complete set of financial records including CalWORKs/TANF budget preparation and tracking. Assure the timely preparation and distribution of financial and statistical reports and records for CalWORKs. (E)

Verify, balance and adjust expenditures; reconcile District-wide CalWORKs accounts payable activity; verify payments to vendors for supplies, materials and services. (E)

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

Receive and review CalWORKs timesheets and verify hours worked; verify extensions and account coding. (E)

Coordinate activities with District departments and assist in the processing of assigned CalWORKs plans. (E)

Compare, verify, index and file invoices, requisitions, purchase orders, and other similar records and documentation. (E)

Organize, review, analyze and reconcile detailed computerized records and documentation to CalWORKs accounts. (E)

Prepare, process and review a variety of payroll-related forms and documents in accordance with established procedures and timelines (E)

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

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

Maintain records for District Cal WORKs program; prepare State and federal reports as needed; assure appropriate changes for billings and payments are made. (E)

Research, analyze and interpret laws, rules and regulations related to CalWORKs 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)

Travel to District sites as required for CalWORKs accounting functions.

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 policies, 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.