

Sonoma County Office of Education – Job Description

Classified

ACCOUNTING TECHNICIAN II

Definition:

To perform technical accounting and/or payroll auditing functions in support of the accounting operations for assigned program(s) and/or fiscal services; to prepare and maintain various financial and statistical records and reports; acts as a resource person regarding assigned accounting areas.

Distinguishing Characteristics:

The Accounting Technician II functions at the journey level in the Accounting Technician series. This class is characterized by the responsibility for preparation of a complete cycle of records and reports requiring the application of a substantial amount of technical terminology, organizational knowledge, and understanding of laws, policies and procedures. Positions in this class may be responsible for one or more areas of accounting such as accounts payable, accounts receivable, payroll auditing and benefits. This class is a resource person regarding assigned accounting areas. This class is also responsible for ensuring that assigned tasks are completed within established time or reporting deadlines. The Accounting Technician II is distinguished from the I level in that the I level is the entry level in the Accounting Technician series and the II level is the journey level. While the Accounting Technician I class is normally responsible for subsections of the office and accounting functions, the II level is responsible for preparation of a complete cycle of records and reports. The Accounting Technician I position does not require as much technical terminology and organizational knowledge as the II level.

Supervision Exercised and Received:

Employees in this classification receive limited supervision from a manager of fiscal services or a higher level position within framework of standard policies and procedures. Employees in this class may serve as a lead position to Accounting Technician I's and students.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Maintains departmental fiscal/accounting records and transactions related to assigned area of specialization, e.g., accounts payable, accounts receivable, payroll auditing, benefits, etc.; ensures that assigned tasks are completed within established time or reporting deadlines.
- Calculates, assembles, matches, sorts, codes, tabulates, reviews and posts a variety of financial and statistical data; compares, balances and reconciles forms, statements, records, reports and other financial documents to identify errors, resolve discrepancies, and assure accuracy and completeness; assure proper coding of financial data.
- Verifies, balances and adjusts payroll, accounts receivable, accounts payable, payroll and/or other assigned accounts; reviews, adjusts and assures accuracy of financial data, transactions, records, documents and reports related to assigned accounting areas; identifies errors and discrepancies; makes necessary corrections and adjustments.

- Maintains permanent file system for appropriate materials; updates records, journals , ledgers and other documents with income, expenditures and other financial data and transactions related to assigned accounting and/or payroll auditing functions; initiates account transfers as needed.
- Collects, receives, and verifies information and posts, adjusts and/or transfers appropriate data to proper accounts, records, ledgers, etc.
- Prepares and processes financial/program documents such as invoices, warrants, time sheets, purchase orders, travel claims and advances, requisitions, work orders, payments, district batches, voluntary deductions, billings, incoming monies, returned checks, deposits, cancellations, accounts payable requests, stop payments and change requests, reviewing for accuracy and verifying calculations.
- Provides information and assistance to district and County Office employees regarding routine and/or specialized accounting/fiscal procedures and requirements in assigned area of specialization.
- Inputs, updates and extracts revenue, expenditures and a variety of other financial and statistical data in an assigned computer system; generates necessary fiscal reports, warrants, lists, correspondence, forms and other computerized documents as required.
- Operates current equipment such as a calculator, copier, fax machine, typewriter, computer and assigned software.
- Establishes and/or maintains journals, ledgers, records and/or worksheets to provide full documentation for related fiscal record-keeping systems such as payroll auditing, accounts payable, accounts receivable and benefits.
- Acts as a resource person regarding assigned accounting and/or payroll auditing functions to district personnel, County Office employees, outside agencies and the general public, explaining procedures and processes of assigned activities; responds to various accounting questions and resolves problems for others.
- Reviews accounting and financial record-keeping problems; applies appropriate rules and regulations to resolve complex problems.
- Balances and reconciles a variety of accounts, ledgers, bank statements, etc.
- Maintains direct and close communication with County Office staff, district employees, outside agencies and the public; contacts others to request information and resolve issues and discrepancies.
- Prepares financial and statistical reports related to assigned departmental or specialized functions in accounting and/or payroll auditing areas; collects and compiles information for reports.
- Types reports, statements, letters, bids and other correspondence related to assigned functions.
- Uses current technology and equipment to generate spreadsheets, reports and correspondence.
- Participates in a variety of other assigned activities such as maintaining fiscal manuals, requesting documents, answering phones, assigning vehicles and monitoring fixed assets.
- Trains and provides work direction and guidance to other employees as required; assigns work duties and reviews the work of others.
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- General double-entry bookkeeping principles and procedures as related to accounts payable, accounts receivable, payroll auditing and/or benefits.
- Methods, procedures and terminology used in technical accounting work.
- Use of computers and software as they apply to the specific area of responsibility.

- Appropriate laws, codes, regulations, requirements and standards related to assigned area(s) of responsibility.
- Office methods, practices and procedures, including financial record-keeping.
- Bookkeeping practices, spreadsheets and report writing.
- Auditing and reconciling practices.
- Oral and written communication skills.
- Standard English usage, spelling, grammar and punctuation.
- Mathematical calculations.
- Standard office machines.
- Safe work practices.

Ability to:

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials and resources.
- Plan, organize and prioritize own work to meet deadlines and accomplish tasks within established timelines, including maintaining accurate records and files.
- Maintain orderly work environment and perform tasks in a prescribed and safe manner.
- Establish and maintain cooperative working relationships with those contacted during performance of job duties.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Understand and apply principles, techniques and procedures required for effective job performance; apply and interpret pertinent laws, codes, regulations, policies and procedures.
- Understand and carry out both oral and written directions in an independent manner.
- Prepare and evaluate comprehensive accounting reports and statements.
- Review, process, evaluate and verify a variety of financial information.
- Reconcile differences within established record-keeping systems using mathematical skills and an understanding of the system.
- Type or enter data containing a large percentage of numerical or tabular data at a rate for successful job performance.
- Operate current equipment including a computer and assigned software.
- Perform mathematical calculations accurately and rapidly.
- Quickly identify and correct errors in a variety of mathematical computations and financial documents.
- Effectively communicate in both oral and written forms.

Computer Skills:

- Intermediate Database skills, such as the ability to sort and retrieve records; create layouts and reports; create and print mailing labels; add, edit and delete fields and reports.
- Intermediate spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet and enter text and numbers.
- Intermediate email skills, including the ability to send and open a file attachment.
- Internet usage, including the ability to access and navigate the County Office of Education's home page and use appropriate and professional conduct.
- Basic Word Processing skills, such as the ability to create, edit, spell check, save, and print a new or existing document, and simple character and paragraph formatting.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Formal or informal education or training that ensures the ability to read, write and perform mathematical calculations at a level necessary for successful job performance and which would provide an opportunity to acquire the above knowledge and abilities.
- One year of college-level course work in accounting or financial record-keeping.

Experience:

- Two years increasingly responsible experience in the review or maintenance of financial or statistical records for school related functions.

Physical Abilities:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The work involves operating a computer, calculator, copier, and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words and numbers.
- Lifting forty (40) pounds on an occasional basis and in excess of forty (40) pounds with assistance.

Work environment:

- Positions in this classification work indoors and sit for long periods of time. The position requires daily oral communication in person and on the telephone and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.

Other Requirements:

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance and possible participation in the DMV Pull Notice Program once employed.

Other:

- Revised: April 23, 2018
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission