STATE CENTER COMMUNITY COLLEGE DISTRICT
ACCOUNTING TECHNICIAN I

DEFINITION

Under direction performs a wide variety of highly responsible accounting duties.

DISTINGUISHING CHARACTERISTICS

Accounting Technician I’s perform highly responsible accounting related duties involving the monitoring and tracking of budgets and expenditures for a variety of departments, programs, funds and special projects. Incumbents must possess a detailed knowledge of the budgeting, purchasing, accounts payable, payroll, revenue and accounts receivable processes and procedures in order to maintain up-to-date financial information and monitor department, program and other budgets and funds. Incumbents are expected to independently perform these functions in an accurate, timely manner and exercise initiative in resolving problems related to these functions by referring to District, State and other governmental policies and procedures and knowledge gained through experience.

Accounting Technician I is distinguished from Accounting Technician II in that incumbents in the latter class are responsible for performing increasingly complex and highly responsible duties in preparing, maintaining and reconciling District-wide financial and accounting records requiring a broader and more detailed understanding of the District’s accounting processes and procedures.

EXAMPLES OF DUTIES

Performs a wide variety of duties including but not limited to: complex accounting work; verifying, balancing and posting/recording data; preparing financial and reconciliation statements, audits, other reports, and bank deposits; calculating, preparing, reviewing and distributing checks, receipts, and financial documents; preparing and monitoring budgets and expenditure reports; entering and retrieving data from computer system as needed; assigning and/or reviewing the work of other employees and students. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Completion of sixty (60) college units including fifteen (15) units in accounting.

Experience: Experience performing a wide variety of difficult accounting duties related to preparation and maintenance of general ledger accounting systems, accounts payable, accounts receivable, cash control, payroll systems, and/or financial and statistical reports.

Knowledge, Skills, and Abilities: Knowledge of entire accounting cycle, including generally accepted accounting principles; computer terminology to effectively coordinate accounting functions with information systems; accounts receivable/payable; payroll; purchasing principles; and budget planning procedures. Knowledge of and ability to employ proper English usage, spelling, grammar and punctuation. Skill to prepare financial statements from accounting data and to analyze, recognize, define, and correct accounting errors and misinformation. Ability to assign, monitor, and/or review the work of others; receive and follow instructions; appropriately interact with students, staff, faculty and the public; and learn and apply college and district policies and procedures.