STATE CENTER COMMUNITY COLLEGE DISTRICT
ACCOUNTING TECHNICIAN II

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

Accounting Technician IIs perform complex and highly responsible accounting support functions in the reconciliation, preparation and maintenance of the financial, accounting and statistical records and reports and in the monitoring and tracking of budgets and expenditures for a variety of departments, programs, funds and special projects. Work requires extensive knowledge of the budgeting, purchasing, accounts payable, payroll, revenue and accounts receivable processes and procedures applicable to areas of responsibility. Incumbents are expected to independently perform assigned 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 II is distinguished from Accountant Auditor in that incumbents in the latter class are required to understand and apply professional accounting and auditing theories, principles, terms and practices in the preparation and evaluation of financial records, transaction and reports.

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 and other reports, and bank deposits; developing, maintaining, and using systems for recording, interpreting, and communicating financial data; reviewing, calculating, preparing and distributing checks, receipts and financial documents; preparing and monitoring budgets and expenditure reports; entering and retrieving data from computer system as needed; and assigning and/or reviewing the work of other employees and students. May perform other duties as needed.

EMPLOYMENT STANDARDS

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

Experience: Experience in a lead capacity performing a wide variety of highly responsible accounting duties related to preparation and maintenance of general ledger accounting systems, accounts payable, accounts receivable, and payroll systems. This should include tasks covering the entire accounting cycle, financial and statistical reports, systems analysis and design, and/or assisting with budget development and control.

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

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Approved: April 15, 1991
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Salary Range: 61