

July 1, 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned College accounts; maintain, audit and reconcile assigned accounts; prepare, maintain and assure accuracy of various financial records and reports.

DISTINGUISHING CHARACTERISTICS:

The Accounting Technician II performs more advanced accounting work requiring considerable accuracy and timeliness in areas such as accounts payable, general ledger, benefits and other more complex accounts. Incumbents work under general direction and have on-going responsibility for assigned accounts. The Accounting Technician III works independently on more complex accounts, producing accounting reports requiring a more extensive knowledge of accounting principles and practices applicable to budgets, government reporting, student accounts and account auditing. The Accounting Technician I provides general accounting support for various accounts and functions such as accounts receivable, cashiering and fee collection. Accounting work is covered by well-established procedures and other assignments include clerical support of an assigned accounting area.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned College accounts; provide technical accounting support for various accounts and functions such as accounts payable, accounts receivable, general ledger, financial aid and benefits; audit accounts for errors and make appropriate adjustments

Maintain, audit and reconcile assigned accounts; assemble, match, sort, tabulate, check, code and post a variety of financial and statistical data such as income, expenditures and transfers; review, adjust and assure accuracy of ledgers and journal entries; balance, adjust and reconcile accounts.

Input a variety of financial and statistical data into an assigned computer system; establish and maintain various automated records and files; initiate queries, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data.

Research, compile, prepare, verify and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports, statements and files related to accounts, income, expenditures, personnel and assigned activities.

Receive, process, sort, verify and file purchase orders, reimbursements, timesheets, claims, requisitions, warrants and invoices as assigned; prepare and issues payments as directed; maintain

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contact with vendors to modify and clarify invoices.

Process accounts receivable as assigned; collect, receive, code and verify incoming monies; prepare and process receipts; check money totals against receipts and invoices to assure accuracy; prepare and distribute bank deposits as required; prepare invoices and arrange for billings as directed.

Distribute, process, audit and evaluate various fiscal forms and applications as assigned; compare and reconcile forms, statements, records, reports and other financial documents; identify errors and resolve discrepancies; initiate and process account transfers as needed.

Serve as a technical resource to staff, outside agencies and others concerning accounting functions; respond to inquiries, resolve issues, conflicts and discrepancies, and provide technical information concerning related accounts, transactions, records, laws, regulations, policies and procedures.

Communicate with College personnel, outside agencies and others to exchange information and resolve issues or concerns; answer telephone calls as directed.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Compile, research and evaluate a variety financial and statistical information related to assigned fiscal functions; assemble and distribute related materials.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, procedures and terminology used in technical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- General accounting and business functions of an educational organization.
- Policies and objectives of assigned programs and activities.
- Use and processing of requisitions, purchase orders, invoices and related documents.
- Preparation, review and control of assigned accounts.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

ABILITY TO:

Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned College accounts.

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Maintain accurate financial and statistical records.
Prepare and evaluate comprehensive accounting reports and statements.
Verify, balance and adjust accounts.
Review, process, evaluate and verify a variety of financial information.
Identify, investigate and resolve financial errors and discrepancies.
Issue and distribute payments as assigned.
Monitor and audit income and expenditures.
Assemble, organize and prepare data for records and reports.
Reconcile, balance and audit assigned accounts.
Compare numbers and detect errors efficiently.
Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Operate standard office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Perform arithmetic calculations quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level coursework in accounting or related field and two years general accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Sitting for extended periods of time.