

July 1, 2013

## **SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: ACCOUNTING TECHNICIAN III**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of specialized accounting duties in the review, analysis, maintenance and adjustment of designated funds and accounts; prepare, audit, reconcile and maintain a variety of financial and statistical records, reports and statements in support of assigned accounts and activities.

#### **DISTINGUISHING CHARACTERISTICS:**

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, cashing and fee collection. Accounting work is covered by well-established procedures and other assignments include clerical support of an assigned accounting area.

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.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of specialized accounting duties in the review, analysis, maintenance and adjustment of designated funds and accounts; provide specialized accounting support for various accounts and functions such as budgeting, government reporting, student accounts, accounts payable, grant administration, accounts receivable and account auditing; review, adjust and assure accuracy of journal entries.

Review and evaluate financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, rules, regulations, procedures and Generally Accepted Accounting Principles; audit accounts, identify errors and make appropriate adjustments.

Research, compile, prepare and revise accounting data; monitor, evaluate and reconcile assigned funds and accounts; code, verify and update accounts to reflect income, transfers and expenditures; reconcile various fiscal statements to assure accurate fund accounting.

Prepare and maintain a variety of financial, statistical and narrative records, statements, files and reports related to accounts, funds, revenue, expenditures, reconciliations, budgets, grants and assigned activities; compare and evaluate financial records to identify and resolve discrepancies.

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Assemble, match, sort, tabulate, check and post a variety of financial and statistical data; process and analyze a variety of financial forms, applications and statements; compare and reconcile forms, reports and other financial documents; initiate and process fund transfers as needed.

Receive, process, sort, verify and file purchase orders, reimbursements, timesheets, claims, requisitions and warrants as assigned; audit documents for accuracy and completeness regarding cost calculations; prepare and distribute payments as required.

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 reconcile bank deposits as required; prepare invoices and arrange for billings as directed.

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.

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.

Assist designated departments and programs in the development, preparation, maintenance and evaluation of budgets and related records and data as assigned; monitor funds for income and expenditures; calculate, prepare and revise budgetary data.

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 fiscal information related to assigned fiscal functions; assemble and distribute related materials; assure mandated reports are submitted to appropriate agencies according to established time lines.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures and terminology used in specialized accounting work.

Generally accepted accounting principles, practices and procedures.

Preparation, review and control of assigned accounts.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Record retrieval and storage systems.

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Applicable laws, codes, rules, regulations, policies and procedures.  
Policies and objectives of assigned programs and activities.  
General accounting and business functions of an educational organization.  
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 specialized accounting duties in the review, analysis, maintenance and adjustment of designated funds and accounts.  
Prepare and audit a variety of financial and statistical reports, statements and records.  
Reconcile, balance and audit assigned accounts.  
Prepare and analyze comprehensive accounting statements and reports.  
Maintain accurate financial and statistical records.  
Calculate, post and adjust journal entries including income and expenditures.  
Issue and distribute payments as assigned.  
Monitor and audit income and expenditures.  
Assemble, organize and prepare data for records and reports.  
Compare numbers and detect errors efficiently.  
Reconcile various fiscal statements to assure accurate fund accounting as assigned.  
Identify, investigate and resolve financial issues, errors and discrepancies.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Perform arithmetic calculations quickly and accurately.  
Meet schedules and time lines.  
Operate standard office equipment including a computer and assigned software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and three years increasingly responsible 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.

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