



**JULY 2009**  
**FLSA: NON-EXEMPT**

## **SENIOR ACCOUNTING TECHNICIAN**

### **DEFINITION**

Under general supervision, provides technical and functional direction to lower-level staff and performs a variety of complex paraprofessional accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions; maintains District financial accounts and records and assists in the preparation of financial reports and analyses; provides responsible technical accounting support to professional staff in the Business Services Department; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Fiscal Affairs. Exercises technical and functional direction over and provides training to lower-level staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level class in the paraprofessional accounting series. Incumbents are cross-trained to perform the full range of technical work in all of the following areas: accounts payable, accounts receivable, special fund accounting, and related areas, in addition to performing a variety of record-keeping, reconciliation, and accounting support activities. Positions at this level are distinguished from the Account Clerk and Accounting Technician by the level of responsibility assumed and the complexity of the work assigned. Incumbents perform the most complex and responsible types of duties assigned to the class series, exercising a high level of independent judgment and initiative. Incumbents provide functional and technical direction to staff as a regular part of their work routine and are required to be fully trained in all procedures related to the assigned functional area. This class is distinguished from the Accountant class in that the latter is a professional level requiring the completion of a four-year degree.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assists in the implementation of goals, objectives, policies, procedures, and work standards for the assigned area of responsibility, including recommending improvements.
- Responds to a variety of customer, vendor, and staff questions and complaints in person and over the telephone; researches and resolves problems; makes appropriate adjustments to accounting data and documentation.
- Prepares, maintains, and verifies varied and complex accounting and financial records and reports; audits financial records for accuracy; posts and reconciles journals.
- Provides internal control for assigned function; reviews, recommends, and implements approved internal controls, office procedures, and related systems.

- Researches, compiles, enters, and classifies data from varied sources to make summary reports; reviews data to determine variances and similarities.
- Communicates with and advises administrators regarding unpaid obligations; assists administrators in making payments for emergency services and notifies them of arising issues related to corresponding budgets.
- Processes payments against a given bond fund; examines payment requests for completeness, reviews contracts to determine whether payment requests meet contract requirements.
- Examines budget issues related to the payment of outstanding invoices; prepares budget transfers and purchase order change notices for approval, searches for available funds, and reviews requisitions for proper coding with respect to the budget.
- Communicates with and responds to vendors' questions and complaints; educates vendors as to proper procedures for conducting business with the District; researches past due invoices and unauthorized purchases, and makes recommendations to remedy the situation.
- Prepares management reports documenting the District's progress regarding unpaid invoices.
- Prepares tax documents in relation to vendor payments.
- Audits and verifies information, including source data as well as manual and computer-produced reports.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports.
- Provides direction and training to lower-level or less experienced staff in area of assignment.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Terminology and practices of financial and accounting document processing and record-keeping.
- Business arithmetic and financial and statistical techniques.
- Record-keeping principles and procedures.
- Principles and practices of auditing accounting and finance documents.
- Basic principles and practices of fund accounting.
- Basic principles of budget public agency preparation, maintenance and control.
- Methods and techniques of recording, receiving, and disbursing large amounts of cash.
- Modern office practices, methods, and computer equipment and computer applications related to work, including word processing, database, and spreadsheet software.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of data collection and report preparation.
- Basic maintenance and operation of computer and multi-media equipment related to the area of assignment.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

### **Ability to:**

- Perform complex paraprofessional accounting and financial office support work accurately and in a timely manner.

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Receive, count, receipt, and maintain records related to large amounts of cash collected or disbursed.
- Perform responsible technical accounting or budget-related duties in an assigned functional area.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by college-level coursework in accounting, finance, or a related field, and four (4) years of experience in processing financial documents, maintaining financial or accounting records. Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance or a related field is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.