



Account Technician

Classified Range: 34

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Performs a variety of specialized clerical accounting work in connection with the validation, examination, coding, reconciliation, and recording of fiscal, financial, and statistical records.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of responsible clerical accounting duties in support of assigned accounting system, function, or program area including in the areas of accounts receivables, accounts payable, and maintaining general and subsidiary ledgers and accounts.
2. Prepares, maintains, and/or verifies a variety of accounting, financial, and statistical records, ledgers, logs, and files; gathers, assembles, tabulates, enters, checks, verifies, balances, adjusts, records, and files financial data; codes data according to prescribed accounting procedures; reviews information to ensure accurate reporting; resolves discrepancies; establishes and maintains various files and records.
3. Assists in the preparation of financial, accounting, and statistical statements, analyses, documents, and reports; gathers and organizes data to assist staff in the preparation of reports and recommendations; prepares routine financial, accounting, budgetary, and statistical studies and reports.
4. Posts, adjusts, and reconciles internal accounts and balances to centralized accounting records; allocates funds to correct accounts in a large accounting system based on specific knowledge of the accounting system involved; balances and reconciles differences within the record keeping system, resolving most problems without assistance.
5. Assists and responds to questions and requests for information from students, staff, and the public; provides detailed explanations and interpretations of rules and regulations as related to area of assignment.
6. Utilizes various computer programs and applications; enters and maintains data; generates reports from a database or in-house system; creates spreadsheets and generates reports using spreadsheet software; creates documents using word processing software.
7. Processes accounts receivable; prepares invoices and maintains accounts receivable records; maintains accounts receivable aging information; collects accounts receivables.
8. Processes accounts payable; reviews and processes accounts payable related documentation; processes payments and matches invoices to purchase orders, receivers, and other documentation; audits invoices for mathematical accuracy, completeness, and legality; resolves discrepancies; processes adjustments, deductions, discounts, and correct and applicable sales tax; ensures that



Account Technician

Classified Range: 34

Board Approved: 11/18/21 P. 2|4

payments are made in accordance with District policy; assigns batch numbers to purchase orders/invoices and inputs payment information into system; issues checks and prepares check vouchers for assigned accounts; maintains vendor files and information.

9. Receives contracts where the District has entered into agreements to pay for specific services; receives, reviews, and processes claims for payment in accordance with contract stipulations; assures proper approval and documentation are received.
10. Reviews, audits, and reconciles travel advance requests and travel expense claims; audits travel documents for accuracy, completeness, validity, and compliance with District policies.
11. Collects and processes money for assigned areas; receipts payments from students for various fees; prepares receipt requests for outstanding advances to ensure all outstanding receipts are received in a timely manner; issues refunds.
12. Verifies and prepares cash and check deposits with appropriate deposit slips and documentation for various bank accounts; verifies deposits by other departments/staff as assigned.
13. Performs revolving cash transactions; prepares and types various checks; processes reimbursement of revolving cash fund.
14. Distributes checks to students, faculty, and staff.
15. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

CORE COMPETENCIES:

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**



Account Technician

Classified Range: 34

Board Approved: 11/18/21 P. 3|4

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content



Account Technician

Classified Range: 34

Board Approved: 11/18/21 P. 4|4

- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

** *Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of high school supplemented by twelve (12) units of college level course work in accounting, bookkeeping, or a closely related field.

Experience:

Two (2) years of increasingly responsible clerical and technical accounting experience including experience with automated accounting systems.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.