

ACCOUNTING TECHNICIAN

DEFINITION

Performs technical accounting duties in order to maintain District accounting systems and related financial records in one or more of the following areas: accounts receivable, accounts payable and general ledger.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the District Accountant.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Performs technical accounting duties involved in the maintenance of District accounting system and related financial records.

Analyzes and researches errors and prepares County documents and District journals for correction.

Processes cash receipts of District funds.

Verifies accounts, confirms funds for budget transfers and revisions and updates ledger.

Analyzes and verifies availability of funds versus budget for general ledger and accounting system.

Prepares and inputs District and County journal vouchers.

Monitors and processes revolving cash accounts.

Reviews and monitors invoices and payments received by the District. Accesses District bank accounts for verification of deposits and check clearance.

Reviews expenditures against apportionments and allotments.

Coordinates and schedules workflow within accounts receivable, accounts payable and/or general ledger which includes coordinating and approving warrant runs between the District and Los Angeles County of Education.

Analyzes, corrects and processes District trip/travel requests.

Inputs County documents.

Oversees disbursement of retiree benefits.

Reconciles IRS 1099s for independent contractors.

Advises and assists the college staff with District accounts and accounting processes.

Selects, trains, evaluates and maintains schedules of student workers.

EXAMPLES OF DUTIES (continued)

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Word processing, spreadsheet and database software.

County operating system.

Principles, practices and methods of accounting and auditing.

Statistical and arithmetic presentation of data.

Application of data processing in the maintenance of accounting records and financial administration.

Ability to:

Use independent judgment in making decisions within established accounting systems and procedures.

Research, analyze and interpret accounting data.

Recommend improvements in procedures.

Prepare concise reports and accounting statements.

Communicate effectively orally and in writing.

Work effectively with District personnel, contractors, vendors and others in a multi-cultural educational environment.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Associate's degree in Accounting or Business Administration from an accredited college or university.

Four years of increasingly responsible experience in the maintenance of financial and managerial accounting, including experience in governmental or fund accounting.

Desirable:

Prior experience with school and/or college accounting structures and total accounting functions.

Bachelor's degree in Accounting or Business Administration from an accredited college or university.