

Position: Accounting Technician – Accounts Payable/Receivable	Salary Grade: 16
Department: Administrative Services	FLSA: Non-exempt

Summary

Performs a variety of complex and technical accounting duties associated with the processing of accounts receivable and payable accounts. Performs data entry of payments, contracts, and other related transactions. Record transactions and disburse funds for revolving cash accounts. Maintains financial records for the District and the Foundation and ensures transactions are processed as requested.

Essential Duties and Responsibilities

- Prior to each semester enters into the student database system refund deadline dates associated with various drop codes and sets-up all student contracts.
- Prepares tuition assistance billings for all military and ensures payments are received, posted, and balanced to records entered in the student software system. Resolves any billing discrepancies with students and/or the military. Verifies student accounts balances and payments for correctness and makes adjustments when needed.
- Receives, audits, and processes accounts payable in accordance with County regulations, state Education Codes, and District policies and procedures. Submits authorized payment requests to vendors for goods and services received, travel reimbursements, student child care payments, college credit card payments, benefits, etc. Verifies and audits warrants received against warrant registers for accuracy and distributes to appropriate vendor.
- Processes refunds to students for dropped and cancelled classes. Reviews student accounts and verifies eligibility for refund. Enters refund requests into an automated accounting system to create warrants. Reconciles phone and web registration daily credit card transactions with Banner student accounts.
- Provides assistance over the phone, and in person, regarding information on payment policies, student refund rules, account balances, and college policies and procedures to students, staff, and the general public.
- Processes checks from revolving cash fund for athletics and miscellaneous invoices. Verifies information for accuracy, documentation, and proper authorization. Encumbers checks in the automated accounting system.
- Communicates with vendors and District personnel to obtain authorizations, exchange information to resolve order and shipment issues, such as late shipments, damages, errors, and billing issues.
- Maintains financial records and bank accounts for the Foundation, including general and subsidiary ledgers, posts journal entries, reconciles monthly bank statements, and prepares related financial statements. Serves as a back-up for the other Accounting Technician position when necessary.

- Performs a variety of complex and technical accounting duties. Assures appropriate processing of transactions for the District and the Foundation by maintaining authorizing documentation of receipts and disbursements.
- Performs various clerical functions such as, but not limited to, office reception, and preparing and mailing routine correspondence to students and organizations on funds owed the College.
- Processes all checks returned as non-sufficient funds and/or stop payments for all accounts handled by the District including the Foundation, Viking Shop, and club accounts. Prepares correspondence to collect funds and place holds on student accounts.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires a working knowledge of the principles, practices, and terminology of financial and statistical record keeping and accounting data entry practices, clerical and office procedures and methods, business mathematics and record keeping. Requires sufficient human relations skill to convey policies, and procedures to others; to deal cooperatively with others on accounting transactions. Requires sufficient writing skills to prepare basic business correspondence, accounting instructions, and account footnotes. Requires sufficient math skills to compute totals, extensions, proportions, ratios, quotients, and percentages.

- **Abilities**

Requires demonstrated ability and dexterity to enter data onto standardized formats using computerized data base programs by using keyboards, basic keyboarding or 10-key skills and calculators. Must be able to perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and ratios. Must be able to document accounting transactions onto an automated accounting data entry system. May require the ability to perform work assignments at all College locations.

- **Physical Abilities**

Requires the ability to sit for extended periods of time. Requires sufficient hand coordination to use a keyboard for routine typing and advanced data entry. Requires sufficient arm/hand and body movements to retrieve work materials involving overhead and lower reaching. Requires visual acuity sufficient to recognize numeric and alpha characters, and operate a variety of common office equipment. Requires sufficient auditory ability to exchange information in person and over the phone.

- **Education and Experience**

The position requires completion of a high school curriculum with emphasis in bookkeeping and 4 years experience in a production oriented record keeping, cashiering, or general clerical capacity. Alternatively, the position may require an Associate degree and two years of experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: 01/19/06