

Barstow Community College

Position Description

Position: Accounting Technician I	Salary Grade: 17
Department: Administrative Services	FLSA: Non-exempt

Summary

Under the direction of the assigned supervisor, performs a wide variety of technical accounting duties associated with the processing of accounts receivable and payable accounts. Performs data entry of payments, contracts, and other related transactions. Maintains financial records for the District and ensures transactions are processed as requested.

Essential Duties and Responsibilities

- Receives, audits, and processes accounts payable payments in accordance with County regulations, Education Codes, and District policies and procedures.
- Review documents to ensure proper account code is utilized, has proper authorization, and verifies shipments are received prior to payments being issued to vendors.
- Verifies and audits warrants received against warrant registers to ensure accuracy.
- 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.
- Prior to each semester set-up student database system with third party contracts and various fees for student registration.
- Prepare tuition assistance billings for **DOD and other** third party contracts and ensures payments are received, posted, and balance to records entered in the student software system. Resolve any billing discrepancies. Verifies student account balances and payments for correctness and makes adjustments when needed.
- Process all travel reimbursements and ensures board travel procedures are being followed.
- Oversee various credit cards issued to employees. Ensures receipts are submitted and cards are returned to the business office.
- Prepare, mail, and collect from various agencies accounts receivable payments owed to the district.
- Reconcile and post payments received on student accounts from collection agencies.
- Generate reports on independent contractor payments.
- Verifies daily automated nightly reports are completed from the student software system.

- Process checks returned as non-sufficient funds and stop payments on district issued warrants.
- Perform other duties as assigned.

Qualifications

▪ **Knowledge and Skills**

Requires knowledge of District policies and procedures; principles, practices, and terminology of financial record keeping and accounting data entry practices, modern office practices and procedures; modern office equipment, including computers; filing systems; mathematical calculations; methods and techniques of coding, verifying, balancing, and reconciling accounting records, methods and techniques of effective customer service.

▪ **Abilities**

Requires the ability to understand and apply District policies and procedures; perform a variety of general clerical work; audit records and invoices for payment; reconcile records from outside vendors with district records; read and understand financial records, reports and technical and procedural requirements; perform mathematical calculations with speed and accuracy; learn and interpret regulations, policies and procedures; understand the organization of the district and outside agencies as necessary to assume assigned responsibilities; operate various office equipment including computers, calculators, fax machines, copiers, printers, etc.; utilize keyboard skills commensurate with the required functions for this position; establish and maintain cooperative relationships with those contacted during the course of work; demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.

▪ **Physical Abilities**

Requires ambulatory ability to sit in front of a computer screen for extended periods of time. Requires sufficient hand, arm, finger dexterity to operate computer keyboard, typewriter, or other office equipment. Requires visual acuity to read words and numbers. Requires speaking and hearing ability sufficient to hear over the phone and carry on routine conversations.

▪ **Education and Experience**

The position requires a high school diploma plus four years of experience in fiscal records keeping/banking or accounting capacity or an Associate degree and two years of related experience.

▪ **Licenses and Certificates**

Requires 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.