

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

Summary

Performs varied and complex record keeping duties associated with the processing and completing of accounting transactions for various student services accounts. Usually is responsible for one or more specialized elements within a complete accounting system such as accounts receivable processing and management, accounts payable and cash management, consolidation of multiple fund accounts, cost analysis, preparation and interpretation of financial statements.

Essential Duties and Responsibilities

- Verifies accuracy and appropriateness of amounts, then posts transactions onto a computerized accounting system using data entry screens.
- Reconciles, balances books, and compiles reports and financial statements on a recurring basis to show statistics such as cash receipts, accounts payable, and receivable. Traces a wide variety of transactions through previous accounting actions to identify and correct discrepancies.
- Verifies and classifies into accounts, charges and rates, and related billing information then enters onto a computerized accounting system. Prepares bills, summaries, and submittals for reimbursement by external agencies.
- Verifies and accounts for funds and other assets received by the District for specified uses (e.g., donations, conditional uses).
- Prepares financial and statistical reports including the monthly and annual closing of books for, but not limited to the bookstore, student body accounts, special fund accounts, scholarship, and loan funds. Prepares and sends accounts receivable and other documents. Prepares performance reports for special accounts and funds. Distributes reports internally and to outside agencies as required.
- Prepares and enters a variety of cash, accounts receivable and accounts payable transactions, including intra-account transfers, for special funds.
- Disburses financial aid checks to students. Reviews information for correctness, computes amounts, requests transfer of funds, ensures proper allocation of funds, posts and prints checks, and prepares required reports. Balances subsidiary accounts within the Federal Loan Fund to the general ledger and to bank statements.
- Verifies the inventory for the bookstore. Enters onto an automated accounting system, information about retail and cost sales. Prepares monthly financial statements.

- Prepares financial, statistical and informational reports including the monthly and annual closing of books for the bookstore, student body accounts, scholarship and loan accounts, and federal loan fund.
- Serves as a back-up for the other Accounting Technician position when necessary.
- 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, portions, 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 Associates 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.