

Position: Accounting Technician II	Salary Grade: 18
Department: Administrative Services	FLSA: Non-exempt

Summary

Under the direction of the assigned supervisor, performs varied and complex record keeping duties associated with the processing and completing of accounting transactions for the district and college foundation. Responsible for complete accounting system such as accounts receivable processing and management, accounts payable, cash management, cost analysis, inventory control, and the preparation and interpretation of financial statements.

Essential Duties and Responsibilities

- Maintains bookkeeping and accounting control records; makes journal entries, posts to general and subsidiary ledgers, prepares trial balances, close and balance accounts, and prepares reconciliation for several specialized and complicated accounts.
- Prepares monthly financial statements and reports for all assigned accounts.
- Prepares reconciliation for several unrestricted accounts, restricted accounts, grant funded accounts, and other categorical fund accounts. Prepares monthly financial statements and reports for all assigned accounts.
- Reconciles cash, checks, and credit card receipts and balances. Apply payments to appropriate accounts with supporting documentation. Prepare bank deposits for all funds received by the district.
- Prepare and monitor cash boxes, maintain change funds, and orders change as needed.
- Prepare checks from revolving cash account for athletics and other payments as needed. Verify information for accuracy, and that all required documentation and proper authorization is provided.
- Processes, disburses, and reconciles federal and state financial aid programs including processing checks for disbursement, withholding funds for payment of fees, creating files for importing and exporting of data, reconciling disbursements to ensure records are in balance, and tracking overpayments. Review student accounts and process refunds as needed.
- Monitor cash flow for all assigned accounts; upload and monitor files to verify and resolve positive pay exception notifications daily.
- Maintain accounts receivable and accounts payable for all assigned accounts.
- Prepare and submit the annual Fiscal Operations Report and Application to Participate (FISAP) report to Department of Education.

- As required, enter bookstore daily sales into automated accounting system information to include retail and cost of sales; tracks bookstore inventory and reconcile inventory records with the physical count as necessary.
- Serves as the software administrator for the financial accounting system as assigned.
- Assist payroll technical with employee voluntary deduction process as needed.
- Process checks returned as non-sufficient funds and stop payments for assigned accounts.
- Attend College Foundation meeting to present reports and information as needed.
- Perform customer services as required for the business office.
- Perform other related duties as assigned
- **Qualifications**

▪ **Knowledge and Skills**

Requires knowledge of methods, procedures and terminology used in accounting work; federal and state laws; codes and regulations; district policies and procedures; techniques of utilizing related accounting software, preparation; review and control of assigned accounts; technical aspects of assigned accounting responsibilities; modern office practices and procedures, modern office equipment including computers; filing systems; mathematical calculations; verifying, balancing, and reconciling accounting records; and methods and techniques of effective customer service.

▪ **Abilities**

Requires the ability to maintain and balance a variety of complex financial records for assigned accounts; research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports; compile data and maintain complex records and prepare reports, assure compliance with district policies, procedures and governmental regulations; process and record accounting transactions properly; work independently with little direction; understand the organization and operation of the district and outside agencies as necessary to assume assigned responsibilities; 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; create and understand financial records, reports and technical and procedural requirements; perform mathematical calculations with speed and accuracy; learn and interpret the regulations and policies and procedures; 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**

- Any combination equivalent to: Associates degree in accounting, business management, or a related field, and three years of increasingly responsible experience in the maintenance of financial or statistical records. Two years of additional related experience count for one year of education.

- **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.