

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNT TECHNICIAN

SUMMARY DESCRIPTION

Under the direction of an assigned supervisor, perform complex accounting clerical duties involved in the preparation and maintenance of financial records and reports for District financial aid and student services; review, maintain and adjust designated funds; perform technical clerical accounting work in the processing of District procurements; and prepare and maintain a variety of financial reports in support of assigned accounts and activities.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Prepare various accounting and financial records for complex District accounts such as financial aid and student services. ***E***
2. Process various financial aid and student services fund checks; receive list of approved checks to be processed from financial aid and transfer funds into appropriate college accounts; receive approved vouchers to be processed from student services and transfer requests; post appropriate journal entries; print and mail checks. ***E***
3. Analyze, monitor, prepare and enter necessary corrections, adjustments or revisions to a variety of accounts payable records and reports. ***E***
4. Process and generate warrants by auditing invoices and packing slips to verify accuracy; examine purchase order and budget for available funds; input financial data into system and process warrants. ***E***
5. Communicate with campus staff and vendors regarding issuing and processing merchandise returns and/or duplicate shipments or incorrect/damaged orders. ***E***
6. Maintain accurate records and provide information to the District regarding budgets and warrant information; prepare financial reports and journals. ***E***
7. Expedite payments, maintain accurate accounts and keep payables current; submit warrants to County for second audit and signature; create financial data report to ensure balance of debits and credits. ***E***
8. Communicate with District personnel, outside agencies and others to exchange information and resolve issues or concerns; answer telephone calls as necessary. ***E***
9. Maintain records of past due loans and prepare lists for billing and collection. ***E***
10. Maintain records of non-sufficient fund checks; process billing. ***E***
11. Serve as COTOP Coordinator; coordinate student billing and student record submittal to the California Community College Chancellor's Office; process record deletions and/or changes as necessary. ***E***
12. Prepare and code journal vouchers; verify and reconcile warrant listings. ***E***

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Account Technician - *Continued*

13. Verify, balance and adjust accounts; post and reconcile expenditures and income accounts; reconcile bank statements; balance subsidiary ledgers. *E*
14. Prepare and verify various fund claims; audit expense claims and process for payment. *E*
15. Prepare accounting and statistical reports for submission to supervisors; prepare remittances and reports for various governmental agencies. *E*
16. Perform a variety of complex computations; operate computer terminal to input financial data. *E*
17. Monitor and maintain account balances; prepare related reports as assigned; provide information to District personnel regarding various accounts and related information; maintain a variety of files. *E*
18. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

District accounting principles, practices and procedures.

Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.

Methods and techniques of financial record-keeping.

Methods and techniques of invoice auditing.

District organization, operations, policies and objectives.

Mathematical principles and procedures.

Oral and written communications skills.

Ability to:

Perform complex accounting clerical duties involved in the preparation and maintenance of financial records and reports.

Interpret and explain the District's accounting policies and procedures in an assigned area.

Prepare a variety of accounting and statistical reports.

Analyze, monitor, prepare and enter necessary corrections, adjustments or revisions to a variety of payroll records and reports.

Process and record accounting transactions accurately.

Compare numbers and detect errors efficiently.

Type at a speed necessary for successful job performance.

Meet critical deadlines while working with frequent interruptions.

Understand and follow oral and written directions.

Operate office equipment including computers and supporting word processing, spreadsheet and database applications.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by college level course work in accounting or a related field and three years of increasingly responsible experience in the preparation and maintenance of financial records and reports.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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