

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN

RANGE: 25

DISTRICT VALUES

Southwestern College is committed to meeting the educational goals of its students in an inclusive environment that promotes intellectual growth and develops human potential. We are the leader in equitable education that transforms the lives of students and communities.

Southwestern Community College employees are collegial and collaborative. They demonstrate the highest degree of professionalism, integrity and respect when interacting with students, colleagues, leadership, and members of the Jaguar community. Our employees actively honor and respect diversity to foster a safe and welcoming community where all are inspired to participate and realize a sense of belonging.

Incumbents in District positions exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under the general supervision of the assigned department administrator, the Accounting Technician is responsible for performing technical and complex accounting duties involving the preparation, maintenance, and review of accounting and fiscal records; ensures accuracy and conformance to established and legal requirements. This position applies knowledge of double entry accrual accounting methods, techniques, and procedures, in the maintenance of a wide variety and significant large accounts, including verifying documents, adjusting accounts, closing accounts, and resolving discrepancies.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from Accounting Clerk by the ability to work independently with minimal supervision and perform complex accounting duties. The Accounting Technician is expected to possess in-depth knowledge of accounting analysis and reporting.

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. Perform complex fund accounting functions for various programs, including verifying the accuracy and completeness of accounting data determining the affected accounts, and preparing appropriate journal entries. **E**
2. Set up general ledger accounts and maintain newly awarded programs or grants. **E**
3. Initiate and process payments and refunds, including electronic disbursements, ensuring accurate and

timely transactions. **E**

4. Monitor account balances, recommend and prepare necessary transfer documents to adjust receipt of funding and expenditures. **E**
5. Support the preparation of annual budgets. **E**
6. Reconcile accounts by comparing account balances with related data to ensure agreement; review records and source documents to identify source of discrepancies; and determine corrective entries required to balance accounts. **E**
7. Prepare bank reconciliations. **E**
8. Prepare financial, statistical, and compliance reports for internal use and external agencies. **E**
9. Interpret and apply federal, state, and local regulations related to areas of responsibility. **E**
10. Provide guidance on accounting adjustments and budget account management issues. **E**
11. Answer inquiries from administrators, faculty, staff, vendors, and students regarding encumbrances, expenditures, account balances, payment, invoices, and accounting procedures and policies. **E**
12. Input and reconcile invoices, purchase orders, contracts and receive documents to process payments. **E**
13. Perform job-related duties and responsibilities as required.

E – Essential Duties

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles, practices, and procedures of general and fund accounting.
- Practices of financial and statistical record-keeping, including standard accounting codes, classification, and terminology.
- Methods and techniques of financial recordkeeping, reporting, and auditing.
- Budget monitoring, preparation, and control.
- Principles and practices of reconciliations, journal entries, and adjustments.
- Financial systems, accounting software, and database management tools.
- Use of computer applications including spreadsheets, word processing, and databases
- Principles of internal controls.
- Office procedures, methods, and equipment, including computers and applicable software applications.
- Terminology and processes used in accounts payable, accounts receivable, and purchasing.
- Cashiering procedures and practices.
- Data gathering and analysis techniques.
- Business math and statistical techniques.
- Record retention and document archiving standards.

Ability to:

- Communicate effectively both orally and writing.
- Apply various accounting practices and procedures.
- Critically review source data and detect and correct errors in accounting records.
- Make arithmetical computations with speed and accuracy.
- Prepare clear and accurate financial statements and reports and analyze accounting data.
- Use computer applications, including spreadsheets, word processing and databases applications.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Accounting Technician - *Continued*

- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Establish and maintain effective working relationships with district staff, students and the public.
- Interpret and explain the District's accounting policies and procedures.
- Maintain accurate accounting files and records.
- Learn governmental accounting practices and procedures.
- Learn software applications.
- Learn and adapt to changing technology and equipment used in the performance of assigned duties.

EDUCATION AND EXPERIENCE

Two (2) years of college-level coursework in accounting, finance, business administration, or a closely related field **AND** two (2) years of accounting or finance experience.

Preferred Qualifications:

Bachelor's degree in accounting, finance, or related field **AND** two (2) years of 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 environment with frequent interruptions and distractions, extended periods of time viewing a computer monitor, and possible exposure to dissatisfied individuals. Moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

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 stoop, bend, kneel, crouch, reach overhead, above shoulders or horizontally, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and dexterity of hands and fingers and fine coordination including use of a computer keyboard and audio visual equipment; and hearing and speaking 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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Ewing & Company

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Johnson & Associates

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Southwestern Community College