

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under direction of the Director of Fiscal Services and the Accounting Coordinator, perform a variety of technical and responsible accounting duties in the preparation, maintenance and review of financial records, reports and accounts related to assigned District accounts; assure compliance with established District policies, procedures, State, County and federal regulations and reporting requirements.

REPRESENTATIVE DUTIES:

Perform technical accounting duties related to assigned District functions and operations; establish, monitor and maintain accounts; prepare update information and data as needed; fund transfers as required; assure financial accounts are maintained according to established District accounting policies, State and federal laws and regulations.

Review and reconcile account balances and bank statements; review transactions including the receipt, deposit and expenditure of funds; assure appropriate authorizations are documented and audit trails maintained; audit invoices and requisitions and process according to established procedures.

Prepare and maintain a variety of financial records as required; review, verify and post financial data to appropriate accounts using automated equipment and software; balance expenditures to the general ledger; track transfers, paybacks and cancellations; process purchase orders and expense claims; code data and monitor account codes; identify and resolve discrepancies; research errors and make adjusting entries.

Maintain financial accounts according to District accounting policies, State and federal laws and regulations and other relevant requirements; prepare year-end closing reports and document account balances; complete required forms and file documentation according to internal control procedures, audit requirements and established policies.

Compute, generate and mail billing to off-campus agencies; post payments and maintain records on balances due; process and monitor accounting records; prepare and submit federal and State audits and reports; check, sort and distribute forms.

Prepare or distribute financial reports, statements and information to federal, State and District offices; assure information is current, accurate and complete; prepare payrolls and reports in accordance with established timelines and schedules; provide advice and technical expertise to regarding assigned accounts to others as needed.

Balance accounts payable to a commercial warrant prelist and distribute commercial warrants; deliver to the County Office as required; verify and enter accounts receivable data and send invoices to appropriate department.

Collect and account for checks and cash as required; prepare cash reconciliations, receipts and other appropriate documentation; prepare cash and checks for bank deposit; prepare bank deposit slips and deposit monies in various accounts in local financial institutions; prepare and close out cash boxes when necessary; place and release holds on computer records; notify those who have checks returned for non-sufficient funds; place holds on records according to established policies and procedures.

Receipt monies collected and prepare bank deposits; enter daily income in computer equipment; audit requisitions and purchase orders for payment;

Participate in preparation of the annual budget; assist in the administration of the budget and assure compliance with applicable District policies and State and federal regulations.

Complete required forms and file documentation in accordance with internal control procedures, audit trail requirements and established policies; maintain manual and computer files; prepare and deliver stop payment order forms to the bank and prepare replacement checks as needed, deducting appropriate amounts.

Communicate with District personnel and administrators, off-campus agencies, vendors, students, student advisors and others regarding expenditures, income, accounts, billings, salaries, deductions, insurance enrollment, disbursements, worked hours, returned checks, purchase orders, payments and other information; explain procedures and regulations as needed; obtain and provide information and resolve issues and questions.

Operate a variety of office equipment including computer terminal, microcomputer, printer, typewriter, calculator, copier, credit card machine and check protector.

Train and provide work direction to student workers and temporary personnel as assigned.

Assist higher-level personnel in completing required reports, establishing monthly schedules, and distributing required forms.

Assist other accounting staff as assigned, as time allows, during rush periods or in the absence of accounting staff.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Methods, procedures and terminology used in technical accounting work
Preparation, review and control of financial accounts
Automated accounting systems and software
Financial and statistical recordkeeping techniques

Operation of a microcomputer and related software
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Modern office practices, procedures and equipment
Basic principles of training and work direction
Budget preparation and control

ABILITY TO:

Perform responsible and technical accounting work in a community college district
Make arithmetical calculations quickly and accurately
Verify, reconcile, balance and adjust assigned accounts
Process and record accounting transactions accurately
Prepare financial reports related to assigned accounting functions and areas
Establish and maintain effective and cooperative working relationships with others
Communicate effectively both orally and in writing
Operate a microcomputer to enter data, maintain financial records and generate reports
Interpret, apply and explain policies, procedures, rules and regulations
Meet schedules and timelines
Analyze and review accounting data and accounts
Work independently with minimal supervision

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by college coursework in accounting, business administration or closely related field and three years of increasingly responsible clerical accounting or financial recordkeeping experience involving the use of automated accounting systems.

LICENSES AND OTHER REQUIREMENTS: Valid California driver's license.

WORKING CONDITIONS: Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Incumbents are subject to constant interruptions and demanding time lines. Positions in this class may be required to drive frequently to the County Office of Education to deliver payroll-related information and/or to the bank to make deposits.

PHYSICAL DEMANDS: Must sit for long periods of time, use hands and fingers to operate an electronic keyboard, calculator or other office machines; see to read fine print; speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person; lift, carry and/or move objects weighing up to 10 pounds.