



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
ACCOUNT TECHNICIAN	CLASSIFIED	GRADE: H MONTHS:
BOARD POLICY REFERENCE: 2006/2007 CLASSIFICATION REVIEW		Board Approved: 06/07

JOB DESCRIPTION:

Under supervision, perform routine accounting clerical work involved in the maintenance of the District's financial and statistical records; may supervise student assistants; and perform related work as required.

SCOPE:

The Account Technician completes basic accounting related tasks; maintains financial and statistical records; ensures that basic accounting procedures have been followed; may provide service at a customer window; and performs technical and clerical duties.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Collects monies received and issues receipts as necessary. May post credits and charges to student accounts. May issue parking permits.
2. Prepares bank deposits for various accounts, verifies funds collected and matches to funds reported; deposits funds to appropriate accounts.
3. Audits and processes accounts payable warrants from authorized invoices and resolves errors.
4. Runs pre-list report, proofs for accuracy and mails warrants to vendors.
5. Establishes and maintains accuracy of vendor information in accounts payable data base.
6. Tracks accounts receivables collected by the District and ensures they have all been accounted for.
7. May enter expenses, merchandise, and credit memos for District Bookstores.
8. May process emergency loans for students; distribute checks and post information to computer system. May post credits and charges to student accounts.
9. May post "textaid" and "chargeback" invoices and make necessary adjustments.
10. Ensures delivery of funds for cashiering activities at various campus locations; balances and replenishes cash drawers; resolves cash register, ATM and credit card problems.
11. May collect data and prepare "use tax report" and "Diesel Fuel tax report" for payment of State taxes.
12. Sorts and files invoices and purchase orders.
13. Answers questions regarding Accounting Department or Bookstore procedures, student accounts, and assists in resolving accounting discrepancies.
14. Performs special duties and projects as assigned.
15. May direct the work of student assistants.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform mathematic calculations rapidly and accurately, operate office machines including a computer and 10-key machine; set up and maintain financial files and records; prepare financial reports and statements; understand and carry out oral and written directions; meet with the public tactfully and courteously and answer questions over the counter and by telephone; supervise student assistants; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Methods, practices, and terminology used in bookkeeping, accounting, and financial record keeping; modern office practices and procedures; operation of personal computer software programs including word processing and spreadsheet tools.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school. College level Accounting/Bookkeeping courses.

Experience:

One year experience performing clerical duties. Prior experience performing accounting or bookkeeping duties preferred.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.