



## Accounting Technician I/II/III

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under (I) supervision (II) general supervision (III) limited supervision performs specialized and technical accounting and financial recordkeeping support work in a variety of accounting functions including accounts payable, accounts receivable, financial reporting, payroll processing, and grant applications; performs other duties as assigned.

### **CLASS CHARACTERISTICS:**

The Accounting Technician I is the entry and training class of the series. Incumbents work under immediate supervision while performing routine and less complex accounting, payroll, and recordkeeping assignments that become increasingly complex over time and require less supervision as additional skills and abilities are acquired. The Accounting Technician II is the fully experienced, journey level class of the series which requires performance of more difficult tasks requiring a working knowledge of the principles and practices of accounting and payroll processing financial recordkeeping, budget preparation, and FLSA requirements.

The Accounting Technician III is the advanced journey level class of the series which requires performance of complex accounting and payroll transactions and fiscal support work requiring advanced knowledge of District policies and procedures, accounting, payroll, and financial recordkeeping,. Incumbents work with minimal supervision and may either be a lead worker or supervise a project providing guidance and oversight to other support staff.

The Accounting Technician series is distinguished from the Accounting Supervisor in that the latter is the technical expert performing professional level accounting work and has supervisory responsibilities.

### **ESSENTIAL FUNCTIONS:** *(includes but are not limited to the following)*

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

- Reviews accounting and financial documents to ensure accuracy, completeness of information and proper authorization and compliance for District policies and procedures
- Receives, reviews, and processes payroll records, documentation, and related paperwork; audits documents for completeness, accuracy, and conformance with federal, state, and District regulations
- Process payments for accounts payable, contracts and advisory boards
- Calculates and inputs a variety of data relating to compensation, benefits, retirement and travel into accounting, payroll, , Human Resource Information (HRI), and other systems
- Reconciles monthly benefit vendor invoices with employee deductions

- Prepares deposits by matching payments to accounts receivable, determining correct account designations of pre-paid payments, and posting payments to customer accounts
- Performs monthly balancing of trust fund, revenue, and expenditure data
- Distributes petty cash; processes travel requests, purchase requests, and expense reimbursements verifying budget allocations
- Prepares monthly labor invoices for monthly, semi- annual and annual billings
- Prepares a variety of reports for federal and state tax payments, workers' compensation premium payments and workers' compensation audits
- Prepares deposits for employee and third party payments, federal and state taxes, and retirement contributions
- Monitors labor expenses, services, and supplies against budget appropriations and actual expenditures and generates reports
- Performs annual renewal of purchase contracts and purchase orders
- Prepares financial applications for grant submissions; maintains files and records and produces quarterly and final progress reports
- Conducts monthly balancing of accounts payable and accounts receivable ledgers and/or general ledger financial systems to ensure accuracy of transactions

**WORKING CONDITIONS:**

Work is performed in an office environment. Position requires prolonged sitting, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data on the computer, and acute hearing is required when providing telephone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 30 pounds also is required.

**QUALIFICATION GUIDELINES:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

**Accounting Technician I**

Successful completion of an equivalent of 15 units from an accredited learning institution in the disciplines of accounting, finance, business or public administration or a closely related field.

**Accounting Technician II**

Successful completion of an equivalent of 30 units from an accredited learning institution in the disciplines of accounting, finance, business or public administration or a closely related field; **and**

two years equivalent experience of an Accounting Technician I. An Associate's degree or higher in any of the preferred disciplines may be substituted for one year of experience.

### **Accounting Technician III**

Graduation with the equivalent of an Associate's degree from an accredited college or university preferably with a major in accounting, finance, business or public administration or a closely related field; two years equivalent experience of an Accounting Technician II; **and** one additional year of increasingly responsible professional experience performed in an independent manner. A bachelor's degree in any of the preferred disciplines may be substituted for one year of experience.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

#### **Knowledge of:**

Principles and practices of double entry accounting, purchasing, payroll; federal and state reporting and recordkeeping requirements relating to the payroll process; account structures; financial reports and reporting; computerized accounting, payroll and HRI system software; IRS requirements and tax implications pertaining to deferred compensation and employee cafeteria plans; year end closing procedures and practices including the accrual process; FLSA overtime provisions; basic business math; Microsoft Access, Excel, Word and Outlook.

#### **Ability to:**

Communicate effectively orally and in writing; prepare clear, complete, and technically accurate reports; gather and analyze data; prepare and present data in logical format; identify, research, and solve accounting and payroll problems; perform mathematical calculations related to financial and payroll transactions; create electronic databases and spreadsheets; read and understand District and County policies and procedures; interpret and work with large amounts of numeric data; perform multiple tasks and meet numerous deadlines; form conclusions and make sound decisions; operate a computer and related payroll and fiscal software; safely operate a District vehicle; establish and maintain effective working relationships.

#### **Skill to:**

Accurately input both alpha and numeric data into spreadsheets and databases; operate a 10-key calculator by touch; operate standard office equipment such as an office computer, copier, shredder, telephone, voicemail, and fax and a variety of word processing, data management, and other software applications.

### **SPECIAL REQUIREMENTS:**

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

FLSA– Non Exempt  
SEIU Unit 23

Adopted: