

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: ACCOUNTING TECHNICIAN

DEFINITION

Under supervision, performs a variety of accounting tasks to compile, prepare, review, and verify financial and statistical records and funds in providing service to the Sacramento County Office of Education and Sacramento County school districts; performs related duties as required.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None; provides assistance and guidance to other staff assigned to the department and school districts.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Accounting

Performs general accounting procedures in the preparation of financial documents, records, and reports; prepares bank deposits; maintains warrant registers; reviews and reconciles payroll totals for districts; processes payment of invoices and receipts of goods; prepares and processes purchase requisitions; prepares and cancels warrants and adjusts records as a result; ensures all retirement monies, tax forms, and reports are received by the appropriate agencies on or before the prescribed deadlines; posts and maintains accurate control records for classified and certificated payroll deductions and gross earnings on a fiscal and calendar year basis.

Auditing

Monitors accounts receivable and accounts payable; assists in verifying bank deposits and balances; audits and verifies purchase requisitions, expense claims, and invoices; verifies invoiced items are received; audits, adjusts, and balances payroll registers; ensures accountability of internal records and controls; analyzes account codes and makes necessary corrections as advised; audits and verifies claims, retirement reports, and payments for compliance with budget constraints, rules, regulations, and board policies; verifies reports and other calculations; revises claims and reports as needed.

Budget Maintenance

Assists department managers in budget development; reviews and assists in verifying budget and grant standards; monitors and audits assigned budget expenditures throughout the budget cycle; assists in maintaining documentation for budget and grant reports; develops, recommends, and prepares budget revisions, reports, journals and invoices; verifies funds available; analyzes data to prepare projections and makes recommendations on necessary changes; transfers funds; assists with year end closing activities as requested; communicates with managers regarding all budget cycle activities.

Records Maintenance

Creates, organizes, maintains, and updates files and records utilizing database and spreadsheet software, other online applications, and manual systems; maintains an audit trail of documents and records; creates report formats and prepares necessary accounting and financial reports based on retrieved data as requested; develops and maintains spreadsheets, journals, ledgers, logs, worksheets, and other records; catalogs and inventories fixed assets; prepares and maintains records for various payroll reports for the Public Employees Retirement System, the State Teachers Retirement System, Unemployment Insurance, Federal and State Income Tax, Social Security and Medicare.

Program Support

Communicates with and provides technical support to both internal and external clients by collecting and providing specialized information, answering questions, and assisting clients in interpreting and following proper accounting procedures; assists in training other staff in complying with proper procedures, rules and regulations; interprets laws, rules, regulations, bargaining unit contracts, and manuals to provide support; coordinates services

with clients; attends related meetings; researches and analyzes data related to accounting problems; collects, organizes, and retrieves data to identify, troubleshoot and resolve discrepancies; communicates with clients to recommend solutions, and ensure any corrections or changes are implemented properly.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Any combination of education, training and/or experience which demonstrates the ability to perform the duties as described; college level coursework in accounting or public agency accounting experience is desirable.

Knowledge of:

Basic principles, procedures, and terminology of auditing, accounting and financial record keeping; basic software applications related to financial applications.

Skill and Ability to:

Perform mathematical computations rapidly and accurately; operate a variety of standard office equipment including computers; interpret and apply complex laws, rules, and regulations; communicate effectively in both oral and written form; conduct basic research; set up and maintain database files to create spreadsheets and other related forms and documents; set up and accurately maintain accounting and financial records; follow directions; work independently; set priorities and meet deadlines; detect and correct errors or omissions; establish and maintain cooperative working relationships with those contacted during the course of work.

Revision approved by Personnel Commission 7/15/09

Revision approved by Personnel Commission 3/21/06

Revision approved by Personnel Commission 12/12/00

Approved 3/95 (Previous title: Account Clerk)