

## ACCOUNTING TECHNICIAN I

### DEFINITION

Under general supervision of designated department head, this person performs a variety of accounting tasks to compile, prepare, review and verify financial and statistical records in providing service to the Yuba County Office of Education, Yuba County school districts and other contracted public agencies; and performs related duties as required.

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 Functions: Performs general accounting procedures in the preparation of financial documents, records and reports; prepares banking deposits; processes payment of invoices and receipts of goods; prepares and processes purchase orders; prepares and cancels warrants and adjusts records as a result; performs complex and specialized work related to the preparation, processing and maintenance of payroll.

Auditing Functions: Monitors accounts receivable and accounts payable; verifies bank deposits and balances; audits and verifies purchase orders, expense claims and invoices; audits, adjusts, and balances payroll registers; ensures accountability of internal records and controls; analyzes account codes and makes necessary corrections; audits and verifies claims, retirement reports and payments for compliance with budget constraints, rules and regulations; verifies reports and other calculations.

Budget Maintenance: Assists managers in budget development; develops, recommends and prepares budget revisions, reports, journals and invoices; verifies funds available in various budgets; analyzes budget data to prepare projections and make recommendations on necessary changes; transfers funds; assists with year-end closing activities as requested.

Records Maintenance: Creates, organizes, maintains and updates a variety of complex files and records utilizing computer database programs, spreadsheet programs 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.

Office/Technical 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 a variety of complex laws, rules and regulations and manuals to provide support; coordinates services with clients; attends related meetings; researches and analyzes a variety of 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 and Experience

Formal education or training and experience at a level sufficient to provide the ability to understand and perform duties comparable in complexity to those listed herein; college level course work in accounting or public agency accounting experience is desirable.

#### Knowledge

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

#### Skills and Ability

Perform mathematical computations rapidly and accurately; operate a variety of standard office machines including typewriters, copiers, calculators, facsimile machines and 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 a variety of 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.

#### Physical Ability

Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis.

#### Licenses and Certificates

Valid California Driver's License

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06/26/12