



PERSONNEL COMMISSION

Class Code: 0750
Salary Range: 27 (C1)

ACCOUNTING TECHNICIAN

JOB SUMMARY

Under general supervision, perform difficult and technical accounting work involving journal entries, reconciling accounts, posting to the General Ledger, identifying and solving problems in assigning account numbers and classifications; or perform technical and comprehensive accounting work for a District program or function; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Review and reconcile General Ledger accounts. **E**
- Prepare cash flow statements for a variety of accounts using different sources of financial information. **E**
- Prepare monthly and quarterly sales tax reports. **E**
- Make deposits to banks and reconcile bank accounts by adjusting entries and notifying banks. **E**
- Review posting of cash accounts at the Los Angeles County Office of Education, make journal entries and post to General Ledger. **E**
- Make journal entries on salary and benefits and post to General Ledger. **E**
- Record and monitor special apportionment approved by the State Department of Education. **E**
- Review and verify documents such as contracts, memoranda and letters of agreement between the District and other entities for reimbursement for services and materials. **E**
- Reconcile bank and payroll records for transactions in accounts and funds such as student body funds, health care trust and public liabilities. **E**
- Verify accuracy of classification of accounts receivable for the general fund; reconcile and post journal entries. **E**
- Monitor and administer a budget for a significant program such as Special Education, Child Development Centers (CDC) or other program having mandated State and Federal accounting and reporting requirements and reimbursement provisions; prepare a projected budget for the program for the upcoming fiscal year. **E**
- Collect, update and prepare reports regarding assigned program staffing and certification status of personnel in the program. **E**
- File and maintain files of documents, reports and records. **E**

- Operate a computer terminal to input data, calculate data and generate reports. ***E***
- Operate office machines and equipment such as a ten key calculator, personal computer and multi-line telephone. ***E***
- May serve in a lead role in guiding and assisting other accounting personnel in accomplishing assigned work.

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

An Accounting Technician is assigned difficult and complex clerical and technical accounting work. An Accounting Technician is expected to reconcile accounts and post to the General Ledger and to solve difficult and complex accounting problems by searching and finding data from several sources requiring considerable knowledge of District financial record keeping. An incumbent prepares financial statements for an assigned program including a statement of operations for review by superiors. An incumbent has ongoing contact with other agencies such as the Los Angeles County Office of Education to exchange information about accounts and provides others with information on District accounting, regulations, procedures and practices. An incumbent uses computerized on-line data entry and reporting systems to extract and manipulate data and perform calculations.

EMPLOYMENT STANDARDS

Knowledge of:

Accounting and bookkeeping principles and practices in public agencies including double entry bookkeeping.

Methods and practices of financial record keeping and budget preparation and administration.

Modern office practices, procedures and equipment.

Data entry devices and uses.

The use of computerized accounting systems, personal computer and keyboard.

Computer software applications including spreadsheets.

Ability to:

Post and adjust entries in the general ledger and subsidiary ledgers.

Make arithmetic calculations quickly and accurately.

Interpret and explain regulations pertaining to assigned areas of responsibility.

Communicate effectively orally and in writing.

Review and reconcile assigned accounts and reports.

Train and provide work direction to others.

Understand and follow oral and written directions.

Meet schedules and timelines.

Prepare reports.
Operate office machines such as a ten key calculator and computer terminal.
Establish and maintain effective working relationships with others.

Education and Training:

Equivalent to completion of two years from an accredited four-year college or university or community college with at least fifteen units in accounting and statistics.

Experience:

Four years of financial or statistical record keeping work. Experience in a public agency is desirable.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities may be considered.

WORKING ENVIRONMENT

Office environment.

PHYSICAL DEMANDS

Seeing to read, review and assure accuracy of financial statements and reports.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Hearing and speaking to exchange information in person or telephonically.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.