VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION:
Under the general supervision of an assigned supervisor, perform a variety of technical accounting work in support of various college and/or district functions.

DISTINGUISHING CHARACTERISTICS:
An Accounting Technician is the journey-level classification within the technical accounting-support series. Employees assigned to this classification perform technical accounting duties of less complexity than that of a Senior Accounting Technician. A Senior Accounting Technician is the advanced journey-level classification within the series and performs work of greater complexity and responsibility that is less subject to review than that of an Accounting Technician. This includes responsibility for independently preparing and evaluating financial statements and reports, having greater responsibility for monitoring internal controls in a bookstore or related auxiliary function, and assisting responsible administrators in developing, monitoring, and maintaining budgets. Such responsibilities are not performed by an Accounting Technician.

REPRESENTATIVE DUTIES:
Perform a variety of technical accounting work in the preparation, maintenance and review of financial records, accounts, and reports; ensure compliance with established District policies, procedures, governmental regulations, and generally accepted accounting principles. 

Prepare and maintain a variety of financial and accounting-related statements, records, and reports.

Review, compile, and verify the accuracy and completeness of a variety of accounting data.

Verify, reconcile, balance, and adjust a variety of accounts.

Answer routine inquiries from administrators, staff, vendors, or students regarding various records, budgets, accounts, and programs.

Review, audit, and process a variety of technical documents pertinent to payroll such as student worker authorizations, provisional employee authorizations, student payroll, and classified time sheets; distribute checks as assigned.

Prepare, process, audit, and review a variety of financial documents such as requisitions, purchase orders, receipts, and inventory records.

Prepare and process journal vouchers; ensure proper account codes are assigned to payroll, accounts payable, and other records.

Established June 2013
ACCOUNTING TECHNICIAN (continued)

Perform accounts receivable functions, such as receiving and recording payments, and balancing and reconciling monthly accounts receivable reports. *E*

Collect, receipt, record, and deposit monies for assigned accounts; reconcile cash, receipts, and statements; resolve or assist in the resolution of discrepancies and errors; may serve as custodian of petty cash. *E*

Receive and record non-sufficient fund (NSF) checks; contact individuals by phone or in writing for payment of returned checks; send collection letters and past due notices as appropriate; place student accounts on hold when necessary. *E*

Provide work direction and guidance to lower level staff as assigned. *E*

Maintain a variety of files. *E*

May operate a cash register to process transactions, balance cash drawers, and prepare deposits and records pertaining to a variety of college transactions.

Perform other duties as assigned.

*E* = Essential duties

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic accounting principles and practices
- Basic principles of mathematics
- Generally Accepted Accounting Principles (GAAP)
- Federal, state, and local codes, laws, and regulations applicable to government accounting
- Methods and techniques of effective customer service
- Fully-integrated computerized financial management systems
- Modern software packages, including word processing and spreadsheet applications
- Standard accounting codes, classification, and terminology
- Methods used in preparing basic accounting reports and statements
- Principles and practices of business communication
- Practices and procedures used in processing and recording of accounting information and transactions
- Modern office practices, procedures, and equipment
- Cash verification systems and procedures
- Cashiering practices and procedures
- Methods and techniques of financial and statistical recordkeeping and reporting

**ABILITY TO:**

- Establish and maintain effective working relationships with those contacted in the course of work.
- Exhibit detail orientation in the performance of duties
- Communicate clearly and concisely, both orally and in writing
- Work independently with little direction
- Provide guidance and technical direction to assigned staff
ACCOUNTING TECHNICIAN (continued)

Plan and organize work to meet changing priorities and deadlines
Identify, review, evaluate, and solve problems related to accounting discrepancies and data
Analyze situations accurately and adopt an effective course of action
Perform mathematical calculations quickly and accurately
Read and comprehend information found in rules, regulations, and contracts
Learn, apply, interpret, and explain rules, regulations, policies, and procedures
Exercise initiative and independence of judgment and action
Learn and apply new technology applications

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: An associate degree including or supplemented by a minimum of 12 units of accounting coursework.

Experience: Two years of technical accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL ABILITIES:

Sitting and operating a keyboard to enter data into a computer for extended periods of time
Dexterity of hands and fingers to operate a computer and standard office equipment
Reaching to retrieve and file records
Hearing and speaking to exchange information on the phone or in person
Seeing to read and audit financial records

HAZARDS:

Extended viewing of computer monitor