VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of advanced technical accounting work in support of various college auxiliary functions, categorical programs, grants and/or district functions.

DISTINGUISHING CHARACTERISTICS:

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, such as 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. 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.

REPRESENTATIVE DUTIES:

Perform a variety of advanced 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, maintain, and evaluate financial statements, records, and reports developed for auxiliary functions, grants, and/or categorical programs to ensure accuracy, completeness, and compliance with established guidelines, rules, regulations, and procedures.

Gather, review, and synthesize a variety of accounting and financial data; prepare routine and non-routine reports; develop, format, and revise technical and statistical charts, graphs, and flowcharts in order to present information.

Assist designated departments, deans, and program administrators in the development, preparation, maintenance, and review of budgets for a variety of programs; monitor funds for income and expenditures; calculate, prepare, and revise budgetary data.

Monitor contract and grant compliance for proper accounting and appropriate distribution and recording of expenditures; assist program directors with fiscal compliance issues; prepare required reports.

Establish, monitor, and maintain a system of internal controls to safeguard college resources and ensure proper accountability.

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

Established June 2013
Answer complex and non-routine inquiries from administrators, staff, vendors, or students regarding various records, budgets, accounts and programs. \textit{E}

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. \textit{E}

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

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

Collect, receipt, record and deposit monies for assigned accounts; sort and post to appropriate account; reconcile cash, receipts, and statements; resolve or assist in the resolution of discrepancies and errors; may serve as custodian of petty cash. \textit{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. \textit{E}

Perform accounts receivable functions such as receiving and recording payments, and balancing and reconciling monthly accounts receivable reports. \textit{E}

Provide work direction and guidance to lower level staff. \textit{E}

Maintain a variety of files. \textit{E}

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

Perform other duties as assigned.

\textit{E} = \text{Essential duties}

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Advanced 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 and techniques employed in independently creating complex accounting reports, statements, charts, and graphs
- Principles and practices of business communication
SENIOR ACCOUNTING TECHNICIAN (continued)

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
Principles and practices of training and development
Basic principles of budget development and maintenance

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
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
Interpret, apply and explain rules, regulations, policies and procedures
Exercise initiative and independence of judgment and action
Learn and apply new technology applications
Prepare reports by gathering, organizing, interpreting, and synthesizing data from a variety of sources
Analyze, evaluate, and interpret information and data
Convey technical concepts to a non-technical audience

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education

An associate degree including or supplemented by at least 12 semester units of accounting coursework.

Experience:

Three years of technical accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions
PHYSICAL ABILITIES:

Dexterity of hands and fingers to take and transcribe dictation and to operate a computer keyboard and other office equipment
Sitting for extended periods of time
Hearing and speaking to exchange information on the telephone or in person
Seeing to read and review documents
Reaching to retrieve and file records

HAZARDS:

Extended viewing of computer monitor