

Range	30
Hours	8
Week	40
Months	12

SHASTA - TEHAMA - TRINITY
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: District Accounting Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a wide variety of highly responsible clerical, accounting, and bookkeeping functions in support of the day-to-day accounting operations related to district fiscal services and special program accounting. Employees in this classification receive limited supervision within a framework of standard policies and procedures; exercise responsibility for the accurate and timely processing and maintenance of district accounting records. This job class functions at an advanced journey level of classification and differs from other bookkeeping positions in the district in that work assignments require the maintenance and processing of accounts and records which are district-wide in scope and require a thorough knowledge of district accounting procedures and standards.

SUPERVISOR: Business Office Manager

TYPICAL DUTIES:

- Maintains and processes District fiscal/accounting records, journals, ledgers, and transactions related to assigned area(s) of specialization such as accounts payable, accounts receivable, special program accounting, associated students/clubs accounting, dormitory accounting, etc.
- Sets up books and opens and closes accounts related to assigned area(s) of responsibility.
- Balances, audits, and reconciles assigned accounts, records, reports, and statements, etc. to established controls.
- Collects, receives, and verifies a variety of documents, forms, records, and information and codes, posts, adjusts, and/or transfers appropriate data to proper accounts, records and ledgers.
- Prepares and/or assists in the preparation of accounting statements/reports such as journal vouchers, trial balances and budgets; maintaining supporting files, financial data and records.

Typical Duties (continued):

- Maintains files, journals, ledgers, and worksheets to provide full documentation for District fiscal record keeping systems.
- Prepares input data to include daily entries to program accounts, District ledgers, budget information/revisions, and related forms; audits input data for accuracy.
- Performs data entry in the maintenance and processing of assigned records/accounts.
- Monitors, verifies, balances, and adjusts assigned accounts.
- Prepares district billings and maintains record of payments and accounts receivable. Balances registration receipts with money and deposits; prepares billings for student registrations fees.
- Prepares and maintains district inventory records and prepares fixed asset and real property reports.
- Reviews accounting reports and transactions for accuracy and compliance to district accounting procedures.
- Prepares/processes a variety of payables for payment; checking for accuracy, receipt, proper documentation, and authorization; assigning/verifying account codes; and forwards warrant batches to county office for processing.
- Receives and reviews expense requests; checks for compliance with District/Program constraints and budget allowances.
- Receives, counts, and deposits cash.
- Maintains dormitory records and accounts; processes dormitory contracts, cancellations, contract charges, etc.
- Provides and receives information to/from District and college staff. County office, auditors, and/or vendors regarding specialized accounting/fiscal procedures and requirements.
- Makes independent determination on accounting and financial record keeping problems; applying appropriate rules and regulations to resolve problems.
- May train others in proper procedures, standards, and requirements related to assigned area.

Typical Duties (continued):

- Prepares financial and statistical reports related to assigned functions; collecting, compiling, calculating, and distributing to others as appropriate.
- Types reports, statements, letters, memos, and other correspondence related to assigned functions.
- Operates computer terminal to input/maintain assigned accounts.
- Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDSKnowledge of:

- Proper office methods and procedures.
- General bookkeeping/record keeping principles and procedures as related to district financial accounting practices.
- Computerized fiscal records keeping operations.
- The proper use and operation of standard office equipment and machines such as calculator, typewriter, computer, fax, and copiers.

Ability to:

- Learn district and Education codes, policies, procedures, and regulations related to assigned bookkeeping functions.
- Understand and carry out a variety of complex directions without continuous supervision.
- Establish and maintain accurate accounts and other fiscal records.
- Perform arithmetical calculations accurately and rapidly.
- Establish and maintain financial records.
- Prepare accurate financial statistical summaries and reports.

Employment Standards (continued):

- Assemble, organize, and analyze data in an effective and useful manner.
- Apply rules and regulations to specific cases.
- Reconcile differences within the record keeping system using mathematical skills and an understanding of the record keeping system and related transactions.
- Operate a variety of standard office machines and equipment.
- Type accurately at a rate required for successful job performance.
- Communicate effectively in both oral and written forms.
- Establish and maintain effective work relationships with those contracted in the performance of required duties.

Education/Experience:

- Background of education, training and experience equivalent to A.A. degree in accounting or related field preferred.
- Two years of responsible accounting or bookkeeping experience.