

Range	40
Hrs	8
Wks	40
Mos	12

SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: SENIOR DISTRICT ACCOUNTING TECHNICIAN

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To organize, direct and coordinate assigned projects and activities for the College business office, purchasing, and supply store; to analyze District accounts and fiscal transactions for compliance with established accounting and recordkeeping policies and procedures; to prepare financial statements and reports as required. Employees in this classification receive minimal supervision within a framework of standard policies and procedures. Employees in this classification may direct and oversee the work of others. This job class exercises responsibility for activities and operations of the District's business office, purchasing and supply store, and for ensuring the accurate and timely processing and maintenance of fiscal records and reports. This job class requires a high degree of technical and specialized knowledge and skills.

SUPERVISOR: Business Office Manager

TYPICAL DUTIES:

- Organizes, directs and coordinates activities and operations of the District's business office as assigned.
- Complies with the College, Board, and Administrative Policies pertaining to the business office and supply store.
- Directs, trains, and oversees the work of others in a lead capacity.
- Provides technical guidance and assistance to staff regarding accounting methods, policies, procedures and requirements.
- Performs technical accounting and auditing duties in the maintenance of District financial and accounting records and ledgers.
- Balances District funds and checking accounts to established controls.
- Prepares and/or assists in the preparation of a variety of complex statistical/financial statements and reports.
- Reconciles District accounts, and records County statements and reports.
- Reviews and verifies data processing financial reports for accuracy; reviews trial balances and initiates corrective action where needed to ensure proper adjusting and balancing of accounts/funds.
- Audits ledgers and other fiscal records for technical and arithmetical accuracy and makes necessary corrections.
- Processes transfer requests; performs necessary accounting functions to effect transfers for appropriate accounts.
- Maintains journal ledgers and worksheets to provide full documentation for recordkeeping systems.

Typical Duties, continued

- Reviews and processes District purchase orders; ensures that proper authorization, coding and availability of funds are obtained to meet purchase requests.
- Acts as information source to staff, program managers, administrators, and others regarding District accounting policies, procedures, standards and requirements.
- Proofs accounting codes, instituting corrections as needed and makes appropriate journal entries.
- Prepares and/or directs the collection, sorting, compilation, and posting of invoices, warrants, claims, purchase orders, receipts and other data.
- Assists with the preparation and implementation of the District budget.
- Makes independent determination on accounting and financial recordkeeping problems applying appropriate rules and regulations.
- Closes District books at end of fiscal year and processes closing adjustments and entries.
- Establishes and maintains recordkeeping systems related to purchasing operations.
- Coordinates services for office supplies and pursues web-based purchasing options.
- Maintains list of suppliers and vendors.
- Assists with preparation of quotes, bid packets, and specifications.
- Assists in review of purchases for value, quality and expenditure, and compliance with District policy and procedures.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- The principles and practices of governmental accounting and recordkeeping as they relate to California school districts.
- Laws and regulations pertaining to public school accounting functions to include the Community College Accounting Manual and Education Code requirements.
- Modern office methods and procedures.
- Data processing and its uses as applied to all facets of accounting and financial recordkeeping operations.
- Purchasing requirements, limits and specifications.

Ability to:

- Effectively implement the principles and practices of governmental accounting and recordkeeping.
- Analyze accounting and financial data and prepare clear and accurate financial statements and reports.
- Recommend vendors based on District policy and requirements.
- Operate standard office equipment and machines including typewriter, computer terminal, printer, calculator and adding machine.
- Effectively and tactfully communicate in both oral and written forms.
- Accurately analyze situations and adopt an effective course of action.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

Experience

- Five years of increasingly responsible experience in finance, budgeting and accounting, preferably in a community college district; supervisory experience preferred.

Education

- A.A. degree or equivalent combination of education, training and experience in accounting, business administration or a related field.