

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN I

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an assigned area administrator, provide responsible and varied purchasing and accounting services for District accounts payable, purchasing, and student accounting functions; prepare and maintain assigned accounts, records, contracts and databases; provide specialized clerical support and public assistance for various units within the Fiscal Services Department.

DISTINGUISHING CHARACTERISTICS:

Accounting Technician I incumbents perform responsible and technical financial accounting and purchasing duties and maintain a variety of records related to accounts payable, purchasing and Student Services financial accounting. Accounting Technician II incumbents perform complex and technical financial accounting duties related to a variety of District-wide financial accounting or Student Services financial accounting.

REPRESENTATIVE DUTIES:

Provide responsible accounting services for District Accounts Payable, Purchasing or Student Services accounting functions; prepare and maintain assigned accounts; provide specialized clerical support within Fiscal Services, including purchasing and the bursar's office. *E*

Assign and confirm account codes, authorizations, budget balances, receipts and other information to assure proper accounting for expenditures. *E*

Review and process requisitions and generate purchase orders, including petty cash and revolving cash; monitor expenditures; assure expenditures are charged against proper accounts; receive packing lists, invoices, contracts and other documentation related to purchase orders and requisitions; assure complete and necessary documentation for processing. *E*

Prepare, update and maintain vendor files in a computer; establish new files as appropriate. *E*

Communicate with vendors to place orders for purchases as necessary; monitor and follow up on orders through delivery, including order cancellations and the research and resolution of issues and problems; assist staff with purchasing process. *E*

Analyze and audit financial data and documents to assure accuracy, completeness and compliance with District policies and procedures and applicable governmental

Accounting Technician I – Continued

regulations. *E*

Operate a computer terminal to enter data analyze budgets, balance bank statements or cash drawer and generate purchase orders; operate a cash register, typewriter, fax machine, calculator and copier. *E*

Process and batch payments according to fund; assign batch number; enter into computer for payment; prepare and forward appropriate documentation and audited batches to the County Office of Education for audit and to obtain warrants. *E*

Reconcile and balance cash and voucher transactions and transmit daily cash receipts; reconcile various bank statements. *E*

Process and collect emergency loans, tuition deferments and non-sufficient funds checks for the District and bookstore.

Collect student fees, such as enrollment, parking, ASB, transcripts, GED and verifications; distribute parking permits, ASB cards, enrollment slips and other printed materials to students. *E*

Process individual scholarships; review various financial entries; audit and file scholarships; coordinate communications between donors, Financial Aid and students. *E*

Record and process refunds to students for class schedule or fee changes; maintain and update refund reports. *E*

Assemble pre-lists and warrant registers; process and mail warrants; label and file warrant register; cancel warrants, batches or purchase orders as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in clerical accounting work.

Basic accounting and purchasing practices, procedures and terminology.

Techniques of utilizing related accounting clerical software.

Technical aspects of field of specialty.

Laws, rules and regulations concerning assigned purchasing and clerical accounting activities.

Preparation, review and control of assigned accounts.

General accounting, budget and business functions of a community college.

Record-keeping techniques.

Operation of a computer terminal and data entry techniques.

Modern office practices, procedures and equipment.

ABILITY TO:

Accounting Technician I – Continued

Perform responsible and varied accounting work in the preparation, maintenance and review of District financial records, accounts and reports.

Assure compliance with applicable District policies, procedures and governmental regulations.

Process and record accounting transactions accurately.

Work cooperatively with others.

Compile and verify data and prepare reports.

Operate a computer terminal to enter data, maintain records and generate reports.

Operate a cash register, typewriter, fax machine, calculator and copier

Maintain records and files.

Maintain current knowledge of technological and other advancements in accounting and purchasing.

Provide accurate and professional customer service.

Establish and maintain effective and cooperative working relationships with others, including those from diverse, academic, socioeconomic, cultural, and ethnic backgrounds and individuals with disabilities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level course work in accounting, bookkeeping or closely related field and two years increasingly responsible experience in financial, accounting or statistical record-keeping.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to type or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is occasionally required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

Office environment subject to constant interruptions.

Position requires operating a computer for extended periods of times; ability to store and retrieve materials from files in overhead and low storage.

Incumbents are exposed to occasional contact with dissatisfied or abusive individuals.