

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR ACCOUNTING TECHNICIAN

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, perform various and complex accounting duties to support District accounting functions; develop documentation on fiscal procedures, including extensive work with categorical accounts, collect student fees, reconcile and balance cash and voucher transactions and dispense financial aid; provide accounting support for the bookstore and ASB council and clubs; provide specialized support and public assistance for various units within assigned department; train and provide work direction to assigned hourly or office staff.

DISTINGUISHING CHARACTERISTICS:

Senior Accounting Technician incumbents perform complex and technical financial accounting duties related to a variety of District-wide or Student Services financial accounting.

REPRESENTATIVE DUTIES:

Perform various complex and technical accounting duties to support the District accounting function; collect student fees and reconcile and balance cash and voucher transactions; perform billing for various financial aid awards; coordinate, sign for and account for the disbursement of District financial aid funds; estimate cash needed for financial aid disbursements and COD reconciliation, and sign financial aid checks for students. *E*

Perform a variety of accounts payable duties for the bookstore and Associated Student Body (ASB), such as audit invoices; monitor open purchase orders to assure expenditures do not exceed budgeted amounts; order banking materials for District, bookstore and ASB accounts. *E*

Perform a variety of accounts receivable duties for the bookstore, ASB or the District, such as reconciliation of financial aid book vouchers; prepare invoices; balance general ledger entries with invoices and follow-up on collections. *E*

Review periodic reports from collections billing service or other systems to correct discrepancies or issues regarding potential losses of accounts; communicate and resolve questions, concerns or issues regarding a variety of financial and related student services issues, including collection on overdue accounts and compliance with due diligence requirements. *E*

Perform District deposit transfers from local banks to the County treasury; prepare

Senior Accounting Technician - Continued

spreadsheet of monies collected; enter transfer information into a computer; run transmittal reports and issue checks from clearing accounts; provide audit trail for deposit transfers. *E*

Distribute income received at the County to the appropriate District account including income from taxes, lottery and State apportionment funds. *E*

Monitor various account funds, including numerous student club accounts; balance and prepare journal entries; post cash receipt and cash disbursements into journals and post to general ledger; make journal entries to appropriate accounts accurately; adjust and close entries for fiscal year end. *E*

Prepare financial reports for student council, management and the Board of Trustees; prepare reports for a variety of College departments and activities; assist in preparation of FISAP and state IPEDS reports. *E*

Develop new or improved systems or office procedures; consult faculty, administrators and staff regarding budget policies and procedures for various programs and activities; prepare budget requests. *E*

Analyze budget projections, revenues and expenditures, and provide fund development recommendations as appropriate. *E*

Prepare and maintain a variety of accounting-related records and reports to assure compliance with Education Codes and District, federal and State requirements. *E*

Reconcile District, ASB, financial aid or bookstore bank statements for checking and money market accounts; verify funds in accounts; correct bank errors as needed. *E*

Operate a variety of office equipment including a computer and applicable software, calculators and cash registers. *E*

Oversee, train and provide work direction to assigned hourly or office staff; provide input to performance evaluations as requested. *E*

Perform related duties as assigned. *E*

Review budget & process inter-fund transfers and other adjusting entries to ensure accuracy of accounts. *E*

Maintain categorical fund records. Work closely with various Budget Account Managers and Director of Fiscal Services in maintaining and monitoring categorical/restricted funds (including clean up of accounts and clarification of guidelines). *E*

Analyze accounts (categorical & District) and other documentation in order to determine year-end entries for accounts receivable, unique accounts payable, due to/due from, journal entries, interfund transfers, and other clean-up related to year-end closing. *E*

Senior Accounting Technician - Continued

Prepare documentation for annual audit (schedule of Federal & State revenue and expenditures and due to/due from documentation). *E*

Assist Budget Account Managers and other outside agencies in supervisor's absence. *E*

Develop documentation for end-users regarding the procedures for accomplishing specific tasks. *E*

Provide training to end-users on fiscal processes.

Research, identify, define, and establish the best procedures to accomplish necessary tasks in order to assist and serve students. *E*

Setup, create, and revise general ledger account number components and account strings. *E*

Post general ledger transactions, including but not limited to cash receipt payments, cash receipt sessions, and invoices. *E*

Re-bill of BOGG student accounts on a weekly basis. *E*

Place holds each term on all student accounts who owe fees to prevent registration for the next term. *E*

Authorization new fiscal year file suite and open and authorize all account strings within the new fiscal year. Process year-end closing. *E*

Setup and revise refund policies as necessary. *E*

Create, setup, and revise term fee rate tables and tuition fee rate tables as necessary when fee amounts change. *E*

Analyze and set up rules as necessary to ensure proper functioning of rate tables. *E*

Trouble shoot and resolve student fee issues, rate table issues, posting issues, rule issues, erroneous or missing data issues, and refund issues. *E*

Develop queries for Fiscal Services and Bursar's office as necessary to extract data from the system for reporting needs or problem resolution. *E*

Coordinate and direct routine clean up of student accounts. *E*

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in clerical accounting work.

Accounting practices, procedures and terminology.

Senior Accounting Technician - Continued

Technical aspects of assigned accounting responsibilities.
Techniques of utilizing related accounting clerical software.
Laws, rules and regulations concerning assigned clerical accounting activities.
Principles of training and providing work direction.
Preparation, review and control of assigned accounts.
General accounting, budget and business functions of a community college.
Operation of a computer terminal and data entry techniques.
Modern office practices, procedures and equipment.

ABILITY TO:

Perform various and complex accounting duties to support the District accounting and ASB functions.
Reconcile and balance cash and voucher transactions and dispense financial aid.
Perform technical and complex 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.
Compile and verify data and prepare reports.
Operate a variety of office equipment including a computer and applicable software, calculators and cash registers.
Maintain records and files.
Train and provide work direction to others.
Reconcile, balance and audit assigned accounts.
Work independently with little direction.
Maintain current knowledge of technological and other advancements in assigned field.
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: Associate degree in accounting, business management or closely related field and three 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.

Senior Accounting Technician - Continued

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 15 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 viewing a computer monitor for extended periods of times, reaching to maintain files, bending, and standing or sitting for long periods.

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