

ACCOUNT TECHNICIAN II

JOB SUMMARY

Under general supervision, performs intermediate level clerical accounting work involving the review, verification, research, preparation, maintenance and processing of the District's financial and statistical records, data and reports related to business services functions.

DISTINGUISHING CHARACTERISTICS

This classification differs from the Account Technician I in that the duties and responsibilities are more varied and complex in nature, and thus requires a higher degree of initiative. In contrast, the Account Technician III has a greater degree of initiative and independence in decision-making.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents in this class directly report to management personnel and do not supervise other personnel. Job incumbents may provide instruction to lower-level Account Technicians and/or receive instructions from higher-level Account Technicians.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Performs financial and statistical recordkeeping related to account payables, account receivables and the general ledger
- Maintains journals and ledgers related to income, expenditures and encumbrances for various funds
- Counts cash, maintains records and prepares reports of cash receipts/disbursements/funds
- Records and balances ledgers
- Maintains control accounts and reconciles with supporting detail
- Reviews financial documents for accuracy and adherence to legal/procedural requirements and reconciles errors
- Balances accounts and prepares trial balances
- Prepares and submits various financial reports as required
- Prepares transmittal documents for warrant payments
- Compiles data from vendor invoices and supporting documents to verify accuracy of bill data and to insure receipt of items ordered
- May maintain departmental budget and provide budgetary information as requested
- May prepare draft vendor contract documents
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education: Graduation from high school or GED is required. Formal coursework or formal training (i.e. vocational or college) in accounting, finance, financial record maintenance, bookkeeping, or a related field is preferred.

Experience: Three years of paid experience in clerical accounting work involving the utilization of automated financial recordkeeping systems is required.

Knowledge of: Principles, methods, practices, terminology, and procedures relating to accounts payable, accounts receivable, bookkeeping, and financial recordkeeping; the use and application of automated computer software systems for processing accounting and personal computer software applications, such as Microsoft Office Suite; general mathematical principles and methods related to the functions of accounting; principles, methods, trends, techniques, and practices related to organization and planning; applicable federal, state, and local laws, procedures, and regulations

pertaining to accounting and business services (e.g. Education Code, Labor Code, Code of Federal Regulations, California Schools Accounting Manual).

Ability to: Effectively and efficiently perform general clerical accounting functions with constant interruption; make accurate mathematical computations; effectively operate office machines, equipment, and computer software applications; effectively utilize computer software applications including advanced level Microsoft Excel; understand, follow, and carry out District regulations and procedures, as well as oral and written instructions; establish and maintain cooperative working relationships with others; find and gather accurate sources of information in order to complete assigned tasks; stay up-to-date with changes in laws and regulations related to business services; effectively adapt to changes; take initiative; accurately attend to detailed work; effectively manage multiple work assignments in order to meet deadlines; maintain high integrity of information related to the job; effectively communicate orally and in writing; provide quality customer service; effectively work in a team environment; be trained to perform in a specialized or various accounting function(s); and comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

Special Information: Some positions in this class may be assigned to a specialized or various accounting functions.

PHYSICAL STANDARDS

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.

Work Environment: While the job incumbent works in an office environment, this position is in direct contact with the public and other employees through telephone, electronic mails, and in-person, requiring the ability to effectively manage constant interruptions while managing a high volume of work. Negative interactions resulting from these contacts can result in stressful situations. The noise level in an office environment is usually quiet.

Physical Demands: Primary functions of the position require sufficient physical ability and mobility to work in an office setting as follows: to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull objects up to 20 pounds without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to see within normal visual range and hear within the normal audio range with or without correction; and to verbally communicate in order to exchange information with others; physical daily attendance at work is an essential requirement of this job class.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job class perform additional duties and additional duties may be assigned.

| ACCOUNT TECHNICIAN II | |
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| Personnel Action | Personnel Action Date |
| Adopted by the Personnel Commission: | 06/19/84 |
| Revision Approved by the Personnel Commission | 10/03/88; 06/13/02; 9/21/15; 1/24/22 |