

DESERT COMMUNITY COLLEGE DISTRICT

ACCOUNTING TECHNICIAN

BASIC FUNCTION

Under the direction of the Accounting Services Supervisor, perform varied and responsible accounting work specializing in the maintenance of a set of accounts and financial and statistical records.

DISTINGUISHING CHARACTERISTICS

The Accounting Specialist performs more advanced work with responsibility for a set of accounts requiring more technical expertise and internal audit responsibilities. Positions allocated to the Accounting Technician class perform accounting work specializing in the maintenance of a set of accounts and financial and statistical records

REPRESENTATIVE DUTIES

Perform specialized accounting work involved in one or more assigned set of complex District-wide accounts such as accounts payable, accounts receivable, general fund and special categorical projects; prepare, maintain and analyze financial records for proper audit control for accounts payable processes. *E*

Verify and code data according to prescribed procedures; review financial information to assure accuracy of information; monitor, encumber and pay requisitions, purchase orders, student vouchers, student refunds, travel expenses and contracts; maintain supporting documentation; review encumbrances and expenditures for accrual purposes at year-end and assign appropriate coding to correctly affect ending balance; disencumber contracts or purchase orders that will not be paid prior to end of fiscal year; assign accrual number to expenses that will become prior year liabilities. *E*

Gather, assemble, tabulate, proof, extend, verify, balance, summarize and post fiscal data for assigned accounts; prepare, tabulate and balance invoice batches for payment authorization. *E*

Review items for assigned set of accounts from satellite operations to assure accuracy and completeness of financial records; provide proper internal controls. *E*

Prepare worksheets and reports for assigned accounts; prepare statements and reports for funds as assigned for management and Board review. *E*

Oversee, evaluate and interpret Internal Revenue Service regulations to determine recipients for assignment of 1099 form; monitor W-9 Forms to vendors for Federal reporting. *E*

Communicate with administrators, faculty, vendors, staff and others regarding assigned accounts; verify payment authorizations and budget account code balances and classifications; analyze vendor information for proper address and tax identification number; review budgets for assigned accounts and provide statements of forecasts and balances as requested; provide cash flows and other analytical reports as requested for assigned accounts. *E*

Process a variety of financial information; adjust accounts; input statistical data regarding budgets and assigned accounts. *E*

Reconcile accounts as assigned; prepare various accounting and budget control documents. *E*

Prepare, monitor and generate assigned payrolls. *E*

Balance federal and State tax reports and prepare periodic reports. *E*

Attend a variety of meetings and conferences.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Procedures, methods, practices and terminology used in bookkeeping and financial record-keeping; modern office practices, procedures and equipment; modern accounting office machines; correct English usage, grammar, spelling, punctuation and vocabulary; operation of computers and applicable software.

Ability to: Post and make arithmetic computations rapidly and accurately; use a variety of office equipment; Operate office machines including a computer and applicable software; understand and follow oral and written instructions; work cooperatively with others; sit for extended periods of time.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by two years of college-level course work, with a grade of "C" or better in accounting and three years of increasingly responsible accounting-related experience.

WORKING CONDITIONS

Environment: Office environment.

EMPLOYMENT STATUS

Classified Bargaining Unit

E=Essential Functions