

SENIOR ACCOUNTING TECHNICIAN

DEFINITION

Acts as a lead and participates in the work of a small unit engaged in processing clerical accounting and other related documents.

TYPICAL DUTIES

Trains, assigns, and reviews the work of a small group of employees engaged in processing and maintaining clerical accounting and other related data, performing cash collection duties, and making payments of non-salary obligations of the District.

Determines the most efficient work procedures and techniques for assigned staff to ensure timely completion of work projects.

Summarizes transactions and prepares control and posting documents.

Totals account entries, provides trial balances, and summarizes balances of detail accounts.

Initiates documents to transfer balances from detail accounts to summary accounts.

Reconciles accounts by comparing account balances with related data to assure agreement; reviews records and source documents to identify significant changes in account balances and sources of discrepancies; and determines corrective entries or action required to balance accounts.

Inputs and reconciles invoices, purchase orders, contracts, and receiving documents in order to process appropriate payments.

Utilizes computerized systems in the processing of accounting related data.

Reviews accounting data and resolves account discrepancies.

Researches and abstracts data from accounts, statements, and source documents for specified reports.

Answers inquiries from administrators, instructional staff, vendors and students regarding encumbrances, expenditures, account balances, and accounting procedures and policies.

Answers questions of staff and resolves problems on matters subject to interpretation.

Provides training to assigned staff in the work of the unit.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Senior Accounting Technician** applies a working knowledge of the District's accounting system while acting in a lead capacity with responsibility for overseeing the day-to-day operation of a small unit engaged in processing clerical accounting and other related documents.

## DISTINGUISHING CHARACTERISTICS (Cont.)

An **Accounting Technician** applies a basic knowledge of double entry accrual clerical accounting methods, techniques and procedures in the maintenance of specific accounts which includes verifying documents, adjusting accounts, closing accounts, preparing data for accounting statements, and resolving discrepancies.

A **Supervising Accounting Technician** applies a thorough knowledge of the District's accounting system in planning, scheduling, and supervising the day-to-day operations of a college fiscal office or a large District Office unit engaged in processing clerical accounting and other related documents and data; and is responsible for performing the more difficult clerical accounting functions of the unit during peak workload periods and in the absence of regularly assigned staff.

## SUPERVISION

General supervision is received from a classified supervisor or manager. Serves as lead over assigned clerical accounting and other clerical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Accounting principles and practices
- Methods used in preparing routine accounting statements
- Capabilities of computer systems, software, and hardware used in the processing of accounting data
- Standard accounting codes, classification, and terminology
- District's accounting policies, procedures, and requirements
- Methods used in maintaining accounts
- Cash verification systems and procedures
- Cashiering practices and procedures
- Principles of training
- Principles of office management
- Common clerical banking procedures
- Practices and procedures used in processing and recording of accounting information and transactions
- Customer service techniques for public contact in person and on the phone
- Recordkeeping procedures

### Skill in:

- Use of computers and standard office equipment

### Ability to:

- Provide leadership and technical assistance to others
- Train others in accounting practices and procedures
- Give clear and concise instructions
- Review complex accounting data and resolve discrepancies
- Critically review source data and detect and correct errors in accounting records

Ability to: (Cont.)

Apply various accounting practices and procedures  
Determine necessary adjusting entries between accounts  
Make complex arithmetical computations  
Work under the pressures of recurring deadlines with frequent interruptions  
Post complex accounting data  
Prepare accurate reports and maintain records that meet audit requirements  
Work independently  
Effectively utilize computer equipment and software in the performance of duties  
Work effectively and cooperatively with District staff, the public, and students  
Learn specialized governmental accounting practices and procedures  
Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school **AND** five semester units of college-level accounting classes

**AND**

Two years of full-time, paid clerical accounting experience which must have included use of accounting related computer equipment and software. Lead experience in a clerical accounting unit is desirable.