



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

ACCOUNTING TECHNICIAN

A Classified Position

[Grade 24A – Salary Schedule 60](#)

A. General Statement

The Accounting Technician performs senior-level accounting clerical work primarily involved in the maintenance of accounts and records, preparation of financial reports and monitoring and analysis of accounts for a college department. Under general supervision, the Accounting Technician provides information to staff regarding budget issues, account records, transactions, categorical funding, general ledger, accounts payable and receivable, and other areas of financial services. Public contact is moderate, and may include vendors, government agencies and organizations, for the purpose of exchanging information about account status, reports, timelines and procedures. A moderate to high degree of independent judgment and creativity is required to accurately apply prescribed guidelines and information to the resolution of a variety of minor and occasional major problems that arise. Consequences of errors in judgment could be costly in employee time; however, supervisory controls and well-prescribed procedures limit the risk of serious errors. An Accounting Technician can direct the work of other staff and student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with department and College staff, outside and governmental agencies regarding budget and accounting reports, grants and other categorical funding, reporting deadlines, accounts payable and receivable, general ledger, payroll, year-end closing, account balancing
2. Enters, modifies, and retrieves data using a computer
3. Plans changes to computer data records in conjunction with professional accounting and management staff
4. Audits computer records for accuracy
5. Directs the work of student assistants, accounting clerical, and other staff on special and regular projects as assigned

6. Sets up and maintains detailed accounting records
7. Reviews various accounts to audit their current or overdue status
8. Ensures compliance to policy and procedures by comparing work in progress to required formats, deadlines and linkages
9. Monitors the due dates for payments; audits accounting records
10. Uses a database and a variety of computer software to compile data for, format and prepare required financial and related reports, and to compose and prepare routine correspondence, memoranda
11. Reconciles receivables, payables and cash to fund balances maintained by outside agencies
12. Analyzes and verifies financial reports, statements, accounts, and records of expenditures and revenues
13. Performs other related duties as assigned

C. Requirements

1. Associate degree in accounting or a closely related field
2. Successful accounting clerical work experience of increasing responsibility that has included financial analysis and reporting such as full charge bookkeeping
3. Skill in the use of spreadsheets, charts, and a variety of computer software to format, compose, and present accounting data, reports, correspondence, and other documents
4. Extensive public contact experience with people of diverse cultures, language groups and abilities
5. Experience with training and leading the work of others
6. Experience with research and compiling data for, formatting, and preparing statistical, financial, accounting, and other reports and records
7. Demonstrated skill in multi-tasking, prioritizing workloads, and working independently
8. Demonstrated skill in working as part of a customer service team

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires attention to and organization of detail; complex data comparison and analysis; drawing conclusions from assimilation of a variety of data; oral and written communication; manual dexterity; work under deadline pressure; sitting for long periods; good memory, tact, patience; adaptability and flexibility in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of accounting practices, procedures and terminology
2. Knowledge of the techniques that are commonly used in financial and statistical record keeping
3. Knowledge of fund accounting, budgetary and financial analysis, and research procedures
4. Skill in respectful, tactful and sensitive interaction with people who are diverse in their cultures, language groups and abilities
5. Skill in training and leading the work of others

6. Skill in working accurately under deadline pressure
7. Skill in oral and written communication
8. Skill in the preparation of financial statements and comprehensive accounting reports
9. Ability to work independently with minimal direction
10. Ability to work effectively as part of a customer service team

(2/2015)