



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### SENIOR ACCOUNTING TECHNICIAN

A Classified Position

[Grade 28A – Salary Schedule 60](#)

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#### A. General Statement

The Senior Accounting Technician performs accounting work primarily involved in the maintenance of accounts and records, preparation of financial reports and monitoring and analysis of accounting procedures for centralized or college finance operations. Under general supervision, the Senior Accounting Technician provides accounting and other financial documentation and information staff at various levels regarding budget issues, accounting records and transactions, grants and other categorical funding, account balancing, general ledger, accounts payable and receivable and other areas of financial services. Public contact is moderate, primarily involving College and District staff; however, public contact may occasionally extend to other educational institutions, vendors, government agencies and organizations, for the purpose of exchanging information about account status, 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. A Senior Accounting Technician can lead 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, and students regarding budget issues, accounting reports, grants and other categorical funding, research information, reporting deadlines, accounts payable and receivable, general ledger, payroll, year-end closing, accounts 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. Provides input to auditors regarding current status of account records, documentation and other related issues as entered online and in manual records
6. Leads and coordinates the work of accounting clerical and other staff on special and regular projects as assigned

7. Sets up and maintains detailed accounting records
8. Reviews various accounts to audit their current or overdue status
9. Ensures compliance to policy and procedures by comparing work in progress to required formats, deadlines and linkages
10. Monitors the due dates for payments
11. Audits accounting records of college staff; sets liabilities and receivables
12. 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
13. Researches data for, prepares and submits claims to State, Federal and local agencies
14. Prepares, analyzes, and reviews estimates of revenues, expenditures, fund conditions, budgetary accounts and transfers
15. Enters monthly journal entries for revenue and expense control
16. Posts to general ledger from all sources
17. Reconciles bank and cash positions to fund balances maintained by outside agencies
18. Analyzes and verifies financial reports, statements, accounts, and records of expenditures and revenues
19. Reconciles, records and makes deposits to financial institutions and County Treasury; maintains and reconciles cash balances with financial institutions, District, and County Treasury
20. 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. Skill in the preparation and maintenance of financial and accounting records
7. Experience with research and compiling data for, formatting, and preparing statistical, financial, accounting, and other reports and records
8. Demonstrated skill in multi-tasking, prioritizing workloads, and working independently
9. 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 the use of a database and a variety of computer software, including the Microsoft Office Suite and Adobe Acrobat, to enter, modify, research, retrieve and format data and to prepare routine correspondence and other written materials

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

(3/2015)