

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned administrator, perform a variety of specialized accounting duties in support of assigned accounts, funds and budgets; review, analyze, maintain and adjust assigned funds and accounts; prepare, audit, reconcile and maintain a variety of financial and statistical records, reports and statements in support of assigned accounts and activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized accounting duties in support of assigned accounts, funds and budgets; receive, process, verify, audit and file financial forms and documents; review, adjust and assure accuracy of journal entries.

Calculate, assemble, sort, tabulate, review and post a variety of financial and statistical data; balance, audit and adjust accounts; audit accounts and related data, records, reports and statements for errors and make needed corrections and adjustments.

Research, compile, prepare and revise accounting data and documents; prepare and maintain a variety of financial and statistical records, statements, files and reports related to accounts, funds, income, expenditures, transfers, budgets and assigned activities.

Monitor, evaluate and reconcile assigned accounts; code, verify and update journals to reflect income and expenditures; compare and reconcile various fiscal statements, records, reports and documents to assure accurate fund accounting; initiate and process account transfers as needed.

Review and evaluate financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, rules, regulations, procedures and Generally Accepted Accounting Principles; identify, investigate and resolve discrepancies.

Input and update a variety of financial and statistical data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate various computerized reports, statements and documents; assure accuracy of input and output data.

Provide technical assistance to staff concerning assigned accounting functions; respond to inquiries, resolve issues and discrepancies and provide technical information concerning related accounts, funds, budgets, transactions, coding, records, reports, laws, regulations, policies and procedures.

Communicate with personnel, administrators, outside agencies and others to exchange information and

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resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Assist in assuring assigned accounting functions comply with established fiscal controls, standards, requirements, laws, rules, regulations, policies and procedures; prepare or assist in the preparation of State-mandated reports in accordance with established time lines as assigned.

Prepare, distribute and respond to a variety of fiscal documents, calendars, schedules and correspondence; process, duplicate and prepare a variety of fiscal documents and materials for distribution needed; receive, sort and process incoming mail as required.

Serve as back-up for other accounting personnel as needed.

OTHER DUTIES:

Perform related duties as assigned.

DISTRICT BUSINESS SERVICES OPTION:

Provide technical accounting support to designated school districts to assure accuracy of financial transactions and compliance with established accounting principles, standards and requirements; assist school districts with resolving fiscal problems and discrepancies.

Process accounts receivable as assigned; receive, sort, code, match and post check deposits, deposit permits and journals as required; audit, balance and prepare deposits for school districts; process returned and cancelled checks for posting and distribution.

Monitor State and federal grant funds to assure expenditures comply with established requirements and procedures; receive, sort and organize financial documents for government and private grants as required; calculate and generate deposit permits for incoming State and federal grant monies.

Update and maintain records and documentation for local, State and federal grants due to schools; receive, sort, code and file budget revisions; code, prepare and process apportionment funds for school districts; prepare and maintain related records and reports.

Serve as a liaison between the County Office, school districts and governmental agencies concerning assigned accounting functions.

INSTRUCTIONAL SERVICES OPTION:

Provide technical accounting support for various Instructional Services programs; monitor State and federal grant funds to assure accuracy of transactions and compliance with established accounting principles,

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standards and requirements; identify and resolve attendance and enrollment discrepancies.

Review, verify and process State Preschool Programs Enrollment and Attendance Registers, and related claims for reimbursements; assure accuracy of related data and calculations and compliance with established standards and requirements.

Receive, review, process, input and verify purchase orders, conference reimbursements, invoices, bills, mileage forms and contract agreements; audit documents for accuracy in cost calculations; prepare documents for payment and submit for approval; follow up on payments and status.

Serve as a liaison between the Division, County Office and governmental agencies concerning assigned accounting functions.

Assist Division administrators with updating budgets as directed.

Review and process contracts according to established policies and procedures.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in specialized accounting work.

Generally accepted accounting principles, practices and procedures.

Preparation, review and control of assigned accounts.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Record retrieval and storage systems.

Applicable laws, codes, rules, regulations, policies and procedures.

Policies and objectives of assigned programs and activities.

General accounting and business functions of an educational organization.

Data control procedures and data entry operations.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Arithmetic computations.

ABILITY TO:

Perform a variety of specialized accounting duties in support of assigned accounts, funds and budgets.

Reconcile, balance, verify, audit and adjust assigned accounts, funds and budgets.

Prepare and analyze comprehensive accounting statements and reports.

Maintain accurate financial and statistical records.

Calculate, post and adjust journal entries including income and expenditures.

Monitor and audit income and expenditures.

Assemble, organize and prepare data for records and reports.

Provide technical accounting for assigned functions to assure accuracy of financial transactions and

compliance with established accounting principles, standards and requirements.
Compare numbers and detect errors efficiently.
Reconcile various fiscal statements to assure accurate fund accounting as assigned.
Identify, investigate and resolve financial issues, errors and discrepancies.
Provide technical assistance to staff concerning assigned accounting functions.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Perform arithmetic calculations quickly and accurately.
Meet schedules and time lines.
Operate standard office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level coursework in accounting or related field and three years accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to retrieve and file materials.