



| TITLE | CLASSIFICATION | SALARY GRADE |
|---|----------------|--------------|
| ACCOUNT TECHNICIAN I | CLASSIFIED | GRADE: G |
| BOARD POLICY REFERENCE: 2013/14 Classification Review | | |

JOB DESCRIPTION:

Under supervision, perform routine accounting clerical work involved in the maintenance of the District's financial and statistical records; and perform related work as required.

SCOPE:

The Account Technician I completes basic accounting related tasks; maintains financial and statistical records; ensures that basic accounting procedures have been followed; may provide service at a customer window; and performs technical and clerical duties.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Collects monies received and issues receipts; may post credits and charges to student accounts; may issue parking permits and maintain appropriate records.
2. Prepares bank deposits for various accounts, verifies funds collected and matches to funds reported; deposits funds to appropriate accounts; prepares weekly deposit summary reports.
3. Balances and replenishes cash drawers.
4. May answer questions regarding Accounting Department procedures and student accounts, and assists in resolving accounting discrepancies.
5. Performs special duties and projects as assigned.
6. May direct the work of short-term, non-continuing and student employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform mathematic calculations rapidly and accurately, operate office equipment including a computer and 10-key machine; set up and maintain financial records; handle cash in a responsible manner and according to established practices, if applicable; prepare financial reports and statements; understand and carry out oral and written directions; meet with the public tactfully and courteously and answer questions over the counter and by telephone; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

EMPLOYMENT STANDARDS – Continued

KNOWLEDGE OF:

Methods, practices, and terminology used in bookkeeping, accounting, and financial record keeping; modern office practices and procedures; operation of personal computer software programs including word processing and spreadsheet tools.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school with some college level coursework in Accounting/Bookkeeping.

Experience:

Previous experience performing clerical duties. Prior experience performing accounting or bookkeeping duties preferred.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.