



TITLE	CLASSIFICATION	SALARY GRADE
ACCOUNT TECHNICIAN II	CLASSIFIED	GRADE: H
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 II 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.
3. Audits and processes accounts payable warrants from authorized invoices and resolves errors; posts accounts payable to general ledger accounts.
4. Runs pre-list report, proofs for accuracy and mails warrants to vendors.
5. Establishes and maintains vendor information in accounts payable data base.
6. May track accounts receivables collected by the District and ensures they have been accounted for.
7. May sort, code and scan records for digital archiving.
8. May process emergency loans for students; distribute checks and post information to computer system. May post credits and charges to student accounts.
9. May post invoices and make necessary adjustments.
10. Ensures delivery of funds for cashiering activities at various District locations; balances and replenishes cash drawers; resolves cash register, ATM and credit card issues.
11. May collect data and prepare reports for payment of State taxes.
12. Sorts and files invoices and purchase orders.
13. Answers questions regarding Accounting Department procedures and student accounts, and assists in resolving accounting discrepancies.
14. Prepares and approves invoices for payment; corrects discrepancies and resolves billing errors.
15. Performs special duties and projects as assigned.
16. 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.

### **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 and accounting or bookkeeping duties.

### **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.