

TITLE: Account Technician

CLASSIFICATION: Classified

SALARY GRADE: C08

SCOPE OF POSITION:

Under general supervision, performs routine accounting clerical work involved in the maintenance of the District's financial and statistical records; and performs related work as required. 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. Prepares and approves invoices for payment; corrects discrepancies and resolves billing 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 accounts payable vendor data base.
6. May collect, track, and account for accounts receivables collected by the District.
7. May sort, code and scan records for digital archiving.
8. May process emergency loans for students; distribute checks and 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 and credit card issues.
11. May collect data and prepare reports for payment of state taxes.
12. Answers questions regarding Accounting Department procedures and student accounts, and assists in resolving discrepancies.
13. May direct the work of student employees.

KNOWLEDGE OF:

1. Methods, practices, and terminology used in bookkeeping, accounting, and financial record keeping.
2. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
3. Applicable technology, including standard office productivity software and other appropriate technology.

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ABILITY TO:

1. Process accounting and fiscal data.
2. Handle funds according to established practices.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or
4. externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, 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:

1+ years of 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.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).