



Job Description

POSITION TITLE:	Account Technician I	# 2110
SALARY PLACEMENT:	Classified Salary Schedule Range 29	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

High school diploma or equivalent of the completion of the twelfth grade, supplemented by course work or training in accounting or bookkeeping obtained through a community college, trade, or correspondence school. May be substituted by experience of a closely related nature.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Two years of varied and progressively responsible accounting experience. Knowledge of principles, practices, and procedures of accounting; modern office practices and procedures; data processing; proper English usage; good record-keeping techniques. Experience working in a school district or county office of education.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Prepare accurate records and reports; ability to carry out oral and written directions; communicate effectively; establish and maintain cooperative working relationships; ability to operate necessary office equipment including a PC; perform mathematical calculations quickly and accurately; and assist compiling and analyzing financial and statistical information and data. Responsible for ensuring that assigned tasks are completed within established time or reporting deadlines. Be flexible and receptive to change.

DISTINGUISHING CHARACTERISTICS:

The Account Technician series represents the paraprofessional accounting positions. The Account Technician I is responsible for a set of accounts typically involving reconciliation of financial data. The Account Technician II is responsible for a complete set of accounts such as accounts payable for the County Office and/or local school districts. The Account Technician III maintains complete sets of accounts for major programs assuring accuracy and timeliness of fiscal information for County Office, multiple programs or school district data. Work involves analysis of data and preparation of journal entries.

SUMMARY OF POSITION:

Under direction of management personnel, performs accounting and budgetary duties; prepares and processes journal and budget entries; processes various financial reports and accounting records; prepares records and reports. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Perform accounting and budgetary duties related to a particular function and assigned by the department.
2. Prepare and maintains necessary reports that relate to specific functions assigned.
3. Post checks, assemble, tabulate, audit and compare statistical and financial data; enter data into computer.
4. Reconcile and balance accounts.

5. May assist in the preparation of necessary documents and the processing and issuance of regular and supplemental payroll.
6. Compile summaries of detailed statistical data analyzing information and data.
7. Edit computer readouts for accuracy.
8. Prepare journals, correcting documents, accounting and expense distribution sheets.
9. Complete forms and documents.
10. Compute and prepare journals; processes warrants.
11. May communicate with agencies and personnel being served by the department and agencies and personnel performing services for the department.
12. Maintain necessary files and records.
13. Answer telephones, takes messages, and provide information.
14. Copy, fold, sort and distribute materials.
15. Perform related work as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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