



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Account Technician III	# 2120
SALARY PLACEMENT:	Classified Salary Schedule Range 34	

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

Four years experience in accounting. 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:

Knowledge of: principles, practices and procedures of accounting, payroll, accounts payable and accounts receivable. Modern office practices, procedures and equipment. Record-keeping techniques. Oral and written communication skills. Operation of a computer terminal. Interpersonal skills using tact, patience and courtesy.

Ability to: Maintain accounting and financial records. Perform mathematical calculations quickly and accurately. Understand and follow oral and written directions. Learn to interpret, apply and explain rules, regulations, policies and procedures. Assist in compiling and analyzing financial and statistical information and data. Maintain records and prepare reports ensuring tasks are completed within established time or reporting deadlines. Establish and maintain cooperative and effective working relationships with others. Operate a variety of office equipment such as computer terminals and calculators. 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 general direction of management personnel, performs accounting and auditing duties and provides assistance in the preparation and maintenance of budgets, financial reports and accounting records. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

Performs accounting and budgetary duties related to a particular function and assigned by the department.

1. Prepares and maintains necessary reports that relate to specific functions assigned.
2. Posts checks, assembles, tabulates, audits and compares statistical and financial data, enters data into computer.
3. Reconciles and balances accounts.
4. May assist in the preparation of necessary documents and the processing and issuance of regular and supplemental payroll.
5. Compiles summaries of detailed statistical data analyzing information and data.
6. Edits computer readouts for accuracy.
7. Prepares journals, correcting documents, accounting and expense distribution sheets.
8. Completes forms and documents.
9. Computes and prepares journals; processes warrants.
10. May communicate with agencies and personnel being served by the department, agencies, and personnel performing services for the department.
11. Maintains necessary files and records.
12. Answers telephone, takes messages, provides information.
13. Copies, folds, sorts and distributes materials.
14. Prepares financial and statistical reports; collects and compiles information for reports.
15. Uses current technology and equipment to generate spreadsheets, reports and correspondence.
16. Assists in preparation of associated reports and forms for submission to appropriate agencies.
17. Types necessary materials.
18. Maintains departmental fiscal/accounting records and transactions related to area of specialization.
19. Assists in the maintenance of accurate employee records pertaining to attendance.
20. Performs 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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rev 9/10/12 sc