



Job Description

POSITION TITLE: Accounts Control Technician #2450
Business Services

SALARY PLACEMENT: Classified Salary Schedule
Range 34

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:

Possess a 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:

Three 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. Advanced Microsoft Excel experience. 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 and document work practices. Learn to interpret, apply and explain rules, regulations, policies and procedures. Assist in compiling, analyzing, and reconciling large volumes of financial and statistical information and data with exceptional attention to detail. Maintain records and prepare reports ensuring tasks are completed with accuracy under tight timeframes. 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.

SUMMARY OF POSITION:

Under general direction of management personnel, maintains effective control of funds and accounts in the county treasury. 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:

1. Prepare and maintain necessary reports that relate to specific functions assigned.
2. Review and accurately post all transactions that involve the county treasury, such as revenues, expenditures, and interfund transfers.
3. Follow protocol for processing routine and non-routine transactions such as, State Apportionments, journals from the County Treasurer, and wire transfers. Participates in the development and revision of protocols as needed.

4. Compute and prepare journals and correcting documents, including county journals.
5. Prepare and processes warrants.
6. Implement the department's role in the positive pay process: distributes warrants, sends files to the bank, resolves exceptions, and processes outlawed warrants.
7. Reconcile and balance a large number of funds and accounts across multiple agencies.
8. May assist in the preparation of necessary documents and the processing and issuance of regular and supplemental payroll.
9. Edit computer readouts for accuracy.
10. Communicate with internal and external customers served by the department.
11. Answer telephone, take messages, provide information.
12. Copy, fold, sort and distribute material.
13. Prepare reports, forms and documents for submission to appropriate agencies.
14. Use current technology and equipment to generate spreadsheets, reports and correspondence.
15. Maintain departmental fiscal/accounting records and transactions related to area of specialization.
16. Perform other related duties.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and walk for extended periods of time.
2. Enter data in to 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 school setting, and come in direct contact with SJCOE staff, parents, students and the public-at-large.