

ACCOUNTING TECHNICIAN III

JOB SUMMARY

Under general direction, performs responsible accounting support and clerical work in the preparation, processing and maintenance of accounting and financial records; and performs related work as required.

The Accounting Technician III is the full journey-level in the Accounting Technician series.

EXAMPLES OF DUTIES

(Duties include but are not limited to the following):

- Processes invoices for payment in accordance with District policies and procedures; ensures timely processing to receive payment discounts; verifies the accuracy of invoices; reconciles and resolves discrepancies in supporting documentation; answers questions from departments regarding payments; maintains files of supporting documents, pay requests and related materials; prints checks and check registers.
- Assigns correct vendor codes.
- Coordinates regularly with purchasing staff regarding status of orders, back orders, invoices and purchase orders.
- Provides accounts payable information to staff; reviews accounts payable expenditures with Board treasurer; and compiles accounts payable reports for Board agenda packets.
- Notifies supervisor when required amendments of procedures will be needed for payment of obligations.
- Sends out vendor 1099 forms at the end of the calendar year.
- Collects, sorts and posts bills, invoices, warrants, receipts and other data.
- Enters journal entries and edits data processing printouts.
- Posts information to a variety of records; controls and balances records.
- Prepares reports for the State of California to coincide with check runs.
- Assists accounting supervisor in preparing documentation for auditors.
- Maintains records and processes employee reimbursements for safety clothing and educational incentive reimbursement accounts.
- Performs special projects for the Financial Services Manager and Accounting Supervisor.
- Operates equipment such as a computer terminal, printer, word processor, calculator, typewriter, photocopier and other office equipment.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Accounting principles.
- Accounts payable processing.
- Operation of general office machines and equipment.
- Computerized and manual data processing systems and practices as it relates to accounting.
- Principles and practices of bookkeeping.
- Methods and practices of financial record keeping in the area of the assigned work.
- Business mathematics.
- English usage, spelling, grammar and punctuation.

Ability to:

- Work in an environment requiring continuous deadlines for work product completion.
- Examine and verify financial documents and reports.
- Make mathematical computations quickly and accurately.
- Operate a keyboard and 10-key with efficiency and accuracy.
- Maintain accurate and interrelated financial records and identify and reconcile errors.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of responsible office support including clerical and routine technical accounting experience involving the maintenance and posting of accounting, financial and/or statistical records.

Education: Formal or informal education or training at a level which ensures the ability to read, write, and perform mathematical computations and write reports at a level necessary for successful job performance. Supplemental course work in bookkeeping, accounting, or a related field is desirable.

Licenses and Certificates:

Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier.

Physical Demands:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; sit or stand for prolonged periods of time; use hands and fingers repetitively to manipulate small objects and print or write legibly; frequently lift up to 25 pounds; reach with hands and arms; speak in a normal voice to be able to be heard and understood on the telephone and awareness of electrical hazards.

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