

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform complex technical accounting work in the preparation, processing and maintenance of College and District accounting records.

DISTINGUISHING CHARACTERISTICS:

The Accounting Technician I performs a full-range of accounting functions. The Accounting Technician I and II are both paraprofessional accounting classes. The Accounting Technician II performs the more complex technical accounting assignments.

REPRESENTATIVE DUTIES:

Maintain various ledgers, registers and journals; post, check and balance ledgers; draw journal entries. **E**

Prepare daily journals from cash register sales receipts; process credit card charge invoices through accounts receivable ledger. **E**

Verify account codes for accounts payable invoices; pay invoices; enter payment information into computer and print checks; verify appropriateness of invoices in relation to use of budgeted funds. **E**

Prepare financial statements and oversee accounting activities for assigned programs such as food service and bookstore. **E**

Maintain accounts payable and receivable invoices throughout the fiscal year. **E**

Analyze account transaction requisitions for proper documentation, signatures, account numbers and sufficient fund balance for payments; enter journal entries for various account transactions into account general ledgers; correct financial records as necessary; maintain financial records. **E**

Monitor budgets for various accounts; oversee billing for reimbursements of projects for various accounts; verify coding for account transactions; prepare monthly budget reports for accounts. **E**

Bill state agencies for various projects for campuses, District Office and various programs. **E**

Prepare journal entries for fringe benefits on various projects; prepare billings to transfer funds from various accounts to general funds; analyze projects for compliance with accuracy and accounting standards. **E**

Representative Duties (continued)

Prepare expenditure and billings reports for various state and county agencies; prepare quarterly and yearly financial reports for a variety of college departments; compute quarterly sales taxes for departments. **E**

Enter payroll data into computer; print payroll checks and payroll check register; gather and send tax form information for the District Office. **E**

Reconcile monthly bank statements for various payrolls and accounts; prepare monthly, quarterly and annual financial statements and reports as required; distribute to various agencies. **E**

Process refund requests for students; monitor student fee deferrals; coordinate changes with financial aid office; bill enrollment and material fee charges from the District Office. **E**

Analyze cash flow. **E**

Check and approve budget transfers from the college campuses. **E**

Supervise and train staff involved in collecting, processing and accounting for cash and tickets as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and procedures of bookkeeping and basic accounting.

General accounting and invoice auditing procedures.

Pertinent laws, rules and regulations related to bookkeeping and basic accounting.

Basic arithmetic.

Modern office procedures, methods and computer equipment.

ABILITY TO:

Maintain and balance a variety of financial records, ledgers and accounts.

Perform computational tasks and other bookkeeping functions with speed and accuracy.

Audit records and invoices for payment.

Read and understand financial records, reports and technical and procedural requirements.

Apply pertinent laws, rules and regulations of bookkeeping and basic accounting.

Maintain accurate and complete financial records.

Compile data to prepare financial and statistical reports.

Operate a computer, adding and calculating machine.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by some college-level course work in accounting, business, or a related field and two years of increasingly responsible experience in the maintenance of fiscal record keeping, accounting, and reporting.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>2</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>3</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>3</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to lift <u>10</u> lbs. |
| <u>1</u> | h. | Ability to carry <u>10</u> lbs. |
| <u>3</u> | i. | Ability to operate office equipment. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.