

Tehama County Department of Education
Job Description
Accounting Technician I

Definition

Under the direction of an assigned supervisor, provide general office, accounting and Business Services department support. Perform a wide variety of accounting and clerical duties within the department. Assist in the accurate and timely completion of financial forms, documents, and transactions. Communicate with other departments, County Office staff, district personnel, and other outside entities to ensure smooth and efficient office operations. Provide support to internal and external customers as needed.

Essential Duties and Job Functions

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

General Accounting Support:

- Perform a variety of accounting duties in support of assigned functions such as accounts payable, accounts receivable, payroll, general accounting, and district support services.
- Provide a variety of district support and auditing services including: payroll, accounts payable, accounts receivable, county transfers, journal entry completion,
- Assist in the processing and verification of various financial forms and documents; review transactions for errors and make appropriate adjustments.
- Assist in the calculation, balancing, and posting of a variety of financial and statistical data; review data for accuracy and completeness; make corrections as needed.
- Input, code, and maintain accounting data in an assigned computer system; prepare spreadsheets and generate a variety of computerized lists and reports; verify accuracy of input and output data.
- Prepare, compare, and reconcile various monthly and quarterly financial documents. Identify, research, and resolve discrepancies.
- Ensure compliance with a variety of state regulations, laws, codes, time lines and procedural requirements relating to assigned function(s).

Accounts Payable / Accounts Receivable Support:

- Process accounts receivable requests for invoices; maintain aging report and follow up on delinquent accounts.
- Receive, process, verify and balance incoming revenue; reconcile to the general ledger; assist in the collection, tracking and recording of deposits for processing at the County Treasurer.
- Assist various County Office personnel in processing requisitions, issuing purchase orders, and identifying fixed assets in the assigned computer system.
- Assist in the processing of Void/Cancel requests for warrants.
- Monitor and audit district records for accuracy, completeness, and proper coding. Advise and assist school districts with various issues related to accounts payable, accounts receivable, and other transactions.

Payroll Support:

- Provide support to the County Office and district payroll personnel in the preparation and processing of monthly payroll.
- Coordinate, collect, review, and process district payroll on a monthly basis.

Retirement System Support:

- Assist in the processing and verification of contributions to the retirement systems utilized by the County Office and outside districts;
- Enter new member information and perform analysis on retirement system eligibility and proper suitability of appropriate system.

Clerical Support:

- Compose, edit, distribute and respond to a variety of correspondence related to department procedures and protocols; distribute as needed.
- Assist in the timely completion of department projects and assignments assuring smooth and efficient office operations.
- Communicate effectively with County Office personnel as well as districts and other outside agencies to ensure excellent level of customer service is maintained.
- Resolve issues professionally, coordinate activities, and exchange information as needed.
- Track inventory and order office supplies when needed and/or requested.
- Coordinate, reserve and set up meeting rooms, services and equipment for meeting and other events as needed.
- Coordinate the department records retention program. Includes scanning records and files, input of file name(s), and verification of final product. Maintenance of department files including: sort, file and purge materials as needed according to established procedures; research and release information from files to authorized personnel and outside agencies as appropriate.
- Serve as an informational source to various internal and external customers concerning department protocols and procedures.
- Provide timely response to inquiries and provide information concerning related accounts, transactions, data, records, practices, policies and procedures.
- Maintain vehicle log and process add/change/delete notices to the insurance provider to ensure accurate eligible vehicles.
- Drive occasionally for department business.

Knowledge

- Methods, procedures and terminology used in general business environment.
- Modern office software, practices, procedures and equipment.
- Data entry and data control operations and procedures.
- Financial and statistical record keeping techniques.
- Operation of a computer and assigned software; especially spreadsheet and word processing applications.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Abilities

- Perform a variety of clerical and general office support duties.
- Assemble, organize, and prepare data for records and reports.
- Compare, monitor, and audit figures and numbers; detect errors effectively.

- Make arithmetic computations with speed and accuracy.
- Operate standard office equipment including a computer, calculator and applicable software.

Education and Experience

High school diploma or equivalency and two years' clerical experience in a business environment. Accounting experience preferred but not required.

Physical Demands

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to file and retrieve materials.

Environment

- Indoor work environment
- Constant interruptions

Terms of Employment

Salary and work year established by the County Superintendent.