



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ACCOUNTING TECHNICIAN I

DEFINITION:

Under the direction of an assigned supervisor, this position provides general office, accounting and Business Services department support. Performs a wide variety of accounting and clerical duties within the department. Assists in the accurate and timely completion of financial forms, documents, and transactions. Communicates 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 FUNCTIONS AND JOB DUTIES:

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.



Official: 
Effective: 11/20/17

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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.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Equivalent to the completion of the twelfth (12th) grade supplemented by training in business and/or accounting or relevant computer software applications programs.
- A varied combination of applicable post-secondary education coursework and experience will be considered on a case by case basis.

KNOWLEDGE OF:

- 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.

ABILITY TO:

- Maintain confidentiality.
- 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.



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- Operate standard office equipment including a computer, calculator and applicable software.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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Created: <u>August 8, 2016</u>	Revised: <u>November 20, 2017</u>
APPROVED	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Executive Director, Human Resource Services</u>
Signature: <u><i>Noelle DeBortoli</i></u>	
Date: <u>11/20/17</u>	