

TEHAMA COUNTY OFFICE OF EDUCATION

ACCOUNTING TECHNICIAN II

DEFINITION

Under the direction of an assigned supervisor, perform a variety of accounting and payroll duties in the Business Services Department. Perform technical accounting duties of assigned functions; process and audit various transactions; maintain, balance, adjust and reconcile accounts; prepare, maintain and assure accuracy of various financial records, spreadsheets and reports.

ESSENTIAL FUNCTION 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

- Perform a variety of accounting duties in assigned functions such as accounts payable, purchasing, accounts receivable, general accounting, and district support services.
- Process and verify various financial forms and documents; review transactions for errors and make appropriate adjustments.
- Ensure compliance with a variety of state regulations, laws, codes, time lines and procedural requirements relating to assigned function(s).
- Calculate, code, balance, review, verify, and post financial data; update accounts and related ledgers with revenue and expenditures; review data for accuracy and completeness; make corrections as needed.
- Assist school district personnel with various accounting functions as required; assist in assuring integrity and proper use of school district funds.
- Assist with monitoring and auditing designated school district accounts; audit district payables for accuracy, completeness, and proper coding.
- Assist and advise school districts with issues related to payables, receivables, payroll and other transactions.
- Prepare and maintain auditable financial records, reports and files related to accounts, expenditures, revenue, taxes and assigned activities.
- Drive occasionally for department business.

ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE

- Process accounts payable; review, process and prepare invoices, travel requests, reimbursements and other documents for timely payment. Verify correct account coding; match invoices with purchase orders; issue and distribute payments.
- Receive, verify and process purchase requisitions as assigned; assure accuracy and completeness of order information and proper authorizations; inspect order paperwork for accuracy and completeness; assist departments with generating of purchase orders.
- Maintain contact with vendors to modify or clarify invoices and resolve discrepancies; communicate with vendors and department personnel to resolve issues and problems related to orders and accounts payable functions.

- Prepare apportionments for distribution; match and reconcile funding letters with deposit permits; prepare, balance and submit journal entries for processing.
- Prepare annual 1099's for department and school districts.

PAYROLL

- Collect and maintain accurate personnel data regarding payroll.
- Process, verify and input timesheet information; process payroll deductions; verify pay rates and ensure timely processing of monthly payroll; issue and process monthly payroll.
- Communicate with program personnel to ensure completeness and accuracy of payroll process.

RETIREMENT SYSTEM

- Plan, organize, coordinate and manage the membership eligibility, calculations, auditing, and reporting requirements and payment of STRS and PERS.
- Ensure timely and accurate input, correction and auditing of retirement eligibility data; oversee the calculation of employer costs and deposits of contributions by established schedules.
- Attend meetings and trainings as appropriate to keep abreast of the requirements and upcoming changes.
- Coordinate workshops and training sessions for district payroll staff on proposed retirement law changes, the accurate input of source data, retirement membership criteria, computer use and the preparation of required records and reports.
- Provide technical assistance and expertise to department and school district personnel regarding retirement benefits and related issues; assist in resolving issues.
- Research, analyze and interpret legal codes, rulings, retirement requirements; maintain current knowledge of applicable regulations.

KNOWLEDGE OF:

- Methods, procedures and terminology used in general accounting work.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements.
- Modern office software, practices, procedures and equipment.
- Data control procedures and data entry operations.
- 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:

- Perform a variety of accounting duties.
- Maintain accurate financial and statistical records.
- Prepare, review, verify, and balance various financial records and documents.
- Assemble, organize, and prepare data for records and reports.
- Compare numbers and detect errors efficiently.
- Monitor and audit revenue and expenditures.
- Make arithmetic computations with speed and accuracy.
- Operate standard office equipment including a computer, calculator and applicable software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Four (4) years increasing responsible accounting support work; or
- At least two (2) years' experience at the Account Technician I and an AA Degree in a related field, preferably accounting. Related college education beyond an AA Degree may be substituted for experience on a year for year basis. Accounting support experience beyond the requirement may also be substituted on a year for year basis for up to two (2) years of education;

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.