



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ACCOUNTING & PROGRAM TECHNICIAN

DEFINITION:

Under general supervision this position is responsible for a wide variety of accounting and program duties with the Tehama County SELPA and Special Education program.

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.

- 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 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).
- Perform a wide variety of general clerical duties to support departmental operations; including filing, preparing records, monthly reports, vendor requisitions, accounts receivable, and ordering and maintaining office and other related supplies.
- Maintain and track staff absences in organization approved software and managing substitute need, availability and required collection of time sheets.
- Assist in the collection, tracking and accurate submission of attendance for ADA purposes.
- Organize and maintain various administrative, confidential, reference imaging and follow-up files; purge files as needed.
- Schedule and coordinate meetings, events and department events.
- Type, format, and proofread a wide variety of reports, letters, and memoranda; type from rough drafts, written pages, or verbal instructions; check drafts for punctuation, spelling and grammar; make or suggest corrections to drafts.
- Gather, assemble, update and distribute a variety of department specific information, forms, records and data.
- Collect, track and tabulate standard expenditure and/or statistical data; may summarize such information and prepare periodic reports.
- Verify and review forms and reports for completeness and conformance with established regulations and procedures; apply departmental and program policies and procedures in determining completeness of application, reports, records and files.
- Enter and track information into appropriate computer programs. Verify and review forms and reports for completeness and accuracy. Ensure compliance with department protocols.
- Drive occasionally for department business.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Completion of the 12th grade supplemented by four (4) years increasing responsible accounting and/or administrative support work preferably involving public contact.
- AA Degree in a related field, business or accounting is preferred.



Tehama County Department of Education
Job Description
Accounting & Program Technician

Official: 
Effective: 12/12/18

- 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.

KNOWLEDGE OF:

- Methods, procedures and terminology used in general accounting work.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements.
- Modern office administrative and secretarial practices and procedures related to the department assigned.
- Computer applications related to the work, including word processing, database and spreadsheet software.
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work. Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- English usage, grammar, spelling, vocabulary, and punctuation; business arithmetic and basic statistical techniques.
- Principles and practices of data collection and report preparation.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Maintain confidentiality.
- Perform a variety of accounting duties.
- Perform responsible administrative and secretarial support work with accuracy, efficiency, and minimal supervision. Provide varied, responsible secretarial and office administrative work requiring the use of tact and discretion.
- Respond to and effectively prioritize multiple tasks, phone calls, customer requests and other miscellaneous demands as necessary for assigned responsibilities.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- 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.
- Make arithmetic computations with speed and accuracy.
- 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 visual acuity, 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.



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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.

HRS Office Use Only

Created: December 12, 2018

Revised: _____

APPROVED

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: 

Date: December 12, 2018