



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ACCOUNTING TECHNICIAN

DEFINITION:

Under general supervision this position is responsible for 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

Performs general accounting procedures in the preparation of financial documents, records, and reports; prepares bank deposits; maintains warrant registers; reviews and reconciles payroll totals for the Department, districts and charter schools; processes payment of invoices and receipts of goods; reviews and verifies reimbursements and mileage requests for payment; prepares and processes purchase requisitions; prepares and cancels warrants and adjusts records as a result; ensures all retirement monies, tax forms, and reports are received by the appropriate agencies on or before the prescribed deadlines; posts and maintains accurate control records for classified and certificated payroll deductions and gross earnings on a fiscal and calendar year basis; coordinate various accounting workshops for Department and districts.

AUDITING

Monitors accounts receivable and accounts payable; assists in verifying bank deposits and balances; audits and verifies purchase requisitions, expense claims, Cal-Card purchases, and invoices; verifies invoiced items are received; audits, adjusts, and balances payroll registers; ensures accountability of internal records and controls; analyzes and ensures the accuracy of account and payroll codes and makes necessary corrections as advised; audits and verifies claims, retirement reports, contracts, and payments for compliance with budget constraints, rules, regulations, and board policies; verifies reports and other calculations; revises claims and reports as needed.

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; maintain current knowledge of applicable regulations.



Tehama County Department of Education
Job Description
Accounting Technician

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience which demonstrates the ability to perform the duties as described; college level coursework in accounting; public agency accounting experience is desirable.

KNOWLEDGE OF:

Basic principles, procedures, and terminology of auditing, debits and credits, accounting and financial recordkeeping; office practices and procedures; Standardized Account Code Structure (SACS); standard software applications related to financial applications.

SKILL AND ABILITY TO:

Perform mathematical computations rapidly and accurately; operate a variety of standard office equipment including 10-key by touch; interpret and apply complex laws, rules, and regulations; communicate effectively in both oral and written form; conduct basic research; set up and maintain database files to create spreadsheets and other related forms and documents; pay attention to detail; set up and accurately maintain accounting and financial records; follow directions; work independently; set priorities and meet deadlines; proofread financial documents and reports; identify and correct errors or omissions; establish and maintain cooperative working relationships with those contacted during the course of work

PHYSICAL DEMANDS:

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: _____ March, 1, 2014 _____ | Revised: _____ July 1, 2022 _____ |
| APPROVED | |
| Print Name: _____ Chiny Clawson _____ | Title: _____ Director, Human Resource Services _____ |
| Signature: _____ | _____ |
| Date: _____ 7/21/22 _____ | _____ |