

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform technical accounting work in the preparation, processing and maintenance of College accounting records.

DISTINGUISHING CHARACTERISTICS

The Accounting Technician I performs a full range of accounting functions. The Accounting Technician I and II are both paraprofessional accounting classes. The Accounting Technician II performs the more complex technical accounting assignments.

REPRESENTATIVE DUTIES:

Maintain various ledgers, registers and journals; post, check and balance ledgers; draw journal entries. *E*

Reconcile bank statements; prepare financial reports for trial balances and income statements; post accounts payable warrants to proper accounts. *E*

Post and balance accounts receivables for various projects and accounts; prepare receivables for bank deposit; count daily cash receipts and reconcile with sales reports; maintain revolving cash fund. *E*

Prepare and place orders with vendors; receive prices; check invoices against orders, prices and purchase order numbers; prepare invoices for payment. *E*

Prepare payrolls; compute and record certificated salary withholdings; set up annual food services salary schedule; maintain payroll records; prepare and distribute 1099 information. *E*

Maintain the chart of accounts for assigned funds or programs. *E*

Review documents for proper revenue and expenditure classification; code data for correct budgetary charges according to prescribed procedures. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General accounting and invoice auditing procedures.

Principles and procedures of bookkeeping.

Pertinent laws, rules and regulations related to bookkeeping.

Basic arithmetic.

Modern office procedures, methods and computer equipment.

ABILITY TO:

- Maintain and balance a variety of financial records, ledgers and accounts.
- Perform computational tasks and other bookkeeping functions with speed and accuracy.
- Audit records and invoices for payment.
- Read and understand financial records, reports and technical and procedural requirements.
- Apply pertinent laws, rules and regulations of bookkeeping.
- Maintain accurate and complete financial records.
- Compile data to prepare financial and statistical reports.
- Operate a computer, adding and calculating machine.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school and one (1) year of experience in maintaining financial or statistical records.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements:

- | | |
|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional = 25-50 percent | 4. Very Frequent = 76 percent and above |
-
- 4 a. Ability to work at a desk, conference table or in meetings of various configurations
 - 2 b. Ability to stand for extended periods of time.
 - 4 c. Ability to sit for extended periods of time.
 - 4 d. Ability to see for purposes of reading printed matter.
 - 3 e. Ability to hear and understand speech at normal levels.
 - 3 f. Ability to communicate so others will be able to clearly understand a normal conversation.
 - 1 g. Ability to lift 10 lbs.
 - 1 h. Ability to carry 10 lbs.
 - 3 i. Ability to operate office equipment.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.