



**Orange County Department of Education**  
**Human Resources Department**  
**Classified Class Specification**

**Class Code: 5095**  
**Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt**  
**Union Representation: Represented**

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## **Senior Accounting Technician**

### **GENERAL PURPOSE**

Under general supervision, performs a variety of complex and highly responsible accounting support duties, including maintaining, tracking, and reconciling accounts receivable and general ledger accounts; verifying accuracy and processing accounts payable invoices; tracking and monitoring available funds; reviewing, verifying, and processing a variety of accounting and financial documents; pre-auditing payments prior to disbursement; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Senior Accounting Technicians perform complex and highly responsible accounting support functions in the reconciliation, preparation, and maintenance of OCDE and school district financial, accounting, and statistical records and reports and in the monitoring, tracking, and posting of budgets and expenditures for OCDE departments, programs, funds, and special projects. Work requires extensive knowledge of OCDE and school district budgeting, purchasing, accounts payable, revenue, and accounts receivable processes and procedures applicable to areas of responsibility. Incumbents are expected to independently perform assigned functions in an accurate, timely manner and exercise initiative in resolving problems related to these functions by referring to OCDE, school district, state, and other governmental policies and procedures and knowledge gained through experience.

Senior Accounting Technician is distinguished from Accounting Technician in that employees in the former class perform more complex and specialized duties in support of county school district accounting functions. Duties require the application of more advanced technical accounting operations and legal knowledge and the ability to research and resolve problems through effective working relationships with school district personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Process vendor invoices for goods, services, childcare providers, travel, mileage, registrations, utilities, leases, cell phones, and other operational services; and review and interpret contract codes, education codes, lease agreements, and legal documentation to ensure compliance with all applicable legal requirements.
2. Verify completeness, accuracy of calculations, and all required backup documentation, including receipts, packing slips, authorizations for payment, and fixed asset forms; research and resolve discrepancies; enter appropriate data into OCDE's accounting system for payment; and maintain complete files on each payment transaction.

3. Select a variety of payments from school districts for audit, including construction contracts, consulting agreements, and special education contracts, and request backup documentation; analyze and audit financial data and documents to assure accuracy, completeness, and compliance with district policies and procedures and applicable governmental regulations; review signed agreements for district contracts; and audit contractor invoices.
4. Identify payments that are not in compliance with established policy or that are incomplete and provide notification to appropriate source; verify that school district programs have adequate funds to pay for goods and/or services; and release payments or register after audit completion.
5. Maintain general ledger balances for all school districts; process bank reconciliations and work closely with the County Treasurer's Office to maintain adequate cash balances for each district; process daily transfer requests submitted to districts and audit financial documentation for accuracy; deposit daily checks submitted from districts to the County Treasurer and generate cash receipts; research discrepancies in the general ledger and create documents to correct as necessary; assist districts in closing their financial books at the end of the fiscal year.
6. Maintain OCDE's accounts receivable and general ledger; receive requests and prepare invoices; ensure accuracy of budget numbers, object codes, and applicable sales tax; research discrepancies; prepare invoices and audit batch proofs; and distribute batches and invoice copies with backup documentation to vendors and requesting organizations.
7. Track, monitor, and perform collections on outstanding accounts by contacting city, county, and state agencies, private individuals, and businesses by telephone or correspondence; resolve and correct accounts receivable errors; send out billing statements as needed; and maintain appropriate files.
8. Receive checks and cash from various OCDE departments and sources; verify balances, posts, and audits for accuracy; enter into OCDE's accounting system; and deposit funds following established procedures.
9. Analyze and monitor assigned OCDE budgets; review and assign appropriate budget codes for all purchase requisitions, invoices, and contracts; interpret accounting and financial data, analyze reports, and make recommendations for solutions to budgetary needs, including budget transfers; and prepare quarterly budget forecast projections.
10. Monitor general ledger for income contracts and agreements; work with various districts, agencies, and staff; monitor expenditures and revenue; and assist with budget projections; run various reports and verify that budgets accurately represent the monetary flow of the designated funding of the contract or agreement; and prepare invoices as required.
11. Within areas of responsibility, review, ensure accuracy, and approve account coding, verify coding, and/or other financial data; identify and rectify incorrect codes; and continually inform and educate appropriate staff on correct procedures and codes.
12. Provide accurate and timely information and assistance to internal and external customers; research and handle daily inquiries from customers on matters related to areas of responsibility; assist in the monitoring of purchase orders and payments; and calculate balances for internal customers.
13. Monitor, track, and examine budgets; and assist in preparing detailed statistical, financial, or operational reports as assigned.
14. File documents and records; and maintain confidentiality and security of sensitive information.

#### **OTHER DUTIES**

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1. May code and process substitute teacher timesheets; reconcile monthly payroll reports to ensure correct budgets were posted; and initiate journal entries to make payment corrections.
  2. Train departmental staff on appropriate procedures for processing transactions.
  3. Attend a variety of meetings and training sessions as required.
  4. Prepare and process local, state, and federal monthly, quarterly, and annual fiscal reports.
  5. Maintain storage and destruction of records within area of responsibility.

## **QUALIFICATIONS**

### **Knowledge of:**

1. OCDE and school district policies, procedures, practices, terminology, and codes used in areas of assigned responsibility, including accounts payable and receivable, general accounting, and payroll.
2. Budgeting practices, procedures, and terminology.
3. Fundamental accounting, project/cost accounting, and internal control practices and procedures.
4. Methods, practices, documents, and terminology used in processing accounting transactions for special funds, programs, and grants; and related financial record-keeping and bookkeeping.
5. The operations, requirements, and codes of OCDE's financial reporting and general ledger computer system as they apply to assigned areas of responsibility.
6. Customer service practices and procedures, including telephone etiquette.

### **Ability and Skill to:**

1. Set priorities, meet schedules and timelines, work independently, and exercise sound judgment.
2. Understand, interpret, explain, apply, and reach sound decisions in accordance with OCDE and state accounting rules, policies, and procedures.
3. Make calculations and tabulations, and review fiscal and related documents and information accurately and rapidly.
4. Understand and carry out written and oral instructions.
5. Prepare clear and accurate financial records and reports.
6. Establish and maintain effective working relationships with OCDE and school district management, administrators, staff, vendors, and others encountered in the course of work.
7. Communicate effectively, both orally and in writing.
8. Must demonstrate attendance sufficient to complete the duties of the position as required.

### **Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is an associate's degree in bookkeeping, accounting or a related field and four (4) years of experience; or an equivalent combination of training and experience

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## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

### **Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Employees work under typical office conditions, and the noise level is usually quiet.