



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

**Class Code: 5070
Date Adopted: July 1, 2008
Date Revised: May 4, 2016**

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

Accounting Technician

GENERAL PURPOSE

Under general supervision, performs difficult and responsible accounting support and administrative work in classifying and processing accounting transactions; maintaining and reconciling assigned accounts; and compiling, reviewing, and verifying data and information to prepare assigned financial and accounting reports; maintains accurate records and files; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Accounting Technicians perform difficult and responsible accounting support duties involving the processing, reconciliation, verification, administration, and reporting of accounting and financial data. Incumbents are expected to perform these functions in an accurate, timely manner in accordance with legal requirements and sound financial management principles and practices.

Accounting Technician is distinguished from Senior Accounting Technician in that incumbents in the latter class are responsible for independently performing complex and highly responsible duties in preparing, maintaining, and reconciling OCDE and school district financial and accounting records requiring a broader and more detailed understanding of applicable accounting standards, policies, processes, and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Utilizing spreadsheet programs and computer database systems, enters, posts, verifies, handles, and retrieves a wide variety of routine to difficult accounting and financial data, reports, and information; reconciles and makes journal entries for purchases, cash receipts, and other financial transactions; posts budget transactions to department accounts; audits and balances accounts; compiles, generates, and distributes required reports; monitors and reconciles bank accounts, including reconciling cash accounts and researching and resolving any discrepancies, which may require interfacing with County Treasurer's office and central and site staff.
2. Develops, reviews, updates, and/or distributes a wide variety of specialized reports and spreadsheets; compiles, calculates, and verifies data and information from a variety of sources; reviews and audits reports, identifies discrepancies, notifies supervisor and other appropriate staff, and ensures that issues are resolved; distributes reports to internal and external sources in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

3. Reviews, verifies, audits, and processes purchase requisitions; reviews supporting documentation for accuracy, completeness, and required approvals; interacts with OCDE staff and vendors to correct errors and resolve discrepancies; enters requisitions into purchasing system.
4. Matches purchase orders to purchase requisitions to ensure receipt of all items; forwards approved invoices for payment; troubleshoots order status as requested.
5. Matches invoices and backup documents to vendor checks; verifies amounts, remittance, and addresses; mails and/or distributes checks.
6. Processes textbook orders for teachers; maintains text order database by updating pricing and new book images and descriptions; prepares textbook order list for approval; monitors user account balances and account coding and processes book requests on-line; provides technical support for users of textbook system; monitors shipments, payments, and processes book returns.
7. Processes all supply orders; monitors fixed asset expenditures and provides reports, charts, and projections; maintains vendor reports.
8. Within areas of responsibility reviews, ensures accuracy, and approves account coding, project coding, and/or other financial data; identifies errors and corrects codes; informs and educates appropriate staff on correct procedures and codes.
9. Reviews employee travel/mileage reimbursement requests for accuracy and compliance with travel policy; identifies reimbursements that are not in compliance with established policy or that are incomplete and notifies appropriate parties; processes approved travel/mileage reimbursements; processes contract requests for guest speakers, facility site rentals, and other purposes ensuring funding source codes are accurate and appropriate documentation is attached.

OTHER DUTIES

1. Attends a variety of meetings and training sessions as required.
2. Performs a variety of administrative and clerical functions in support of department operations; opens and processes department mail; makes conference room reservations; answers, screens, and directs incoming calls and takes messages for department staff; orders office supplies; assists administrative and clerical staff as needed.
3. Maintains and updates site openings, closings, relocations, and cost center change directory.

QUALIFICATIONS

Knowledge of:

1. Laws, regulations, rules, and OCDE policies and procedures applicable to areas of responsibility.
2. Basic practices and procedures of governmental accounting, including internal control policies and procedures.
3. Methods, practices, documents, and terminology used in processing accounting transactions and in financial record keeping.

Knowledge of (cont.):

4. OCDE's general accounting system and associated systems practices; procedures for processing accounting information and interpreting data.
5. Standard office practices and procedures.
6. Computer equipment and spreadsheet software standard to OCDE.
7. Principles and practices of customer service, including telephone etiquette.

Ability to:

1. Operate a computer, 10-key calculator, and other standard office equipment.
2. Organize, set priorities, take initiative, and exercise sound judgment within areas of responsibility.
3. Perform duties that require high attention to detail and application of rules and specific procedural requirements.
4. Interpret, apply, and reach sound decisions in accordance with rules, regulations, and department procedures.
5. Make calculations and tabulations and review fiscal and related documents accurately and rapidly.
6. Prepare clear and accurate financial records and reports.
7. Communicate clearly and effectively, orally and in writing.
8. Understand and follow written and oral instructions.
9. Maintain confidentiality of district documents and records.
10. Establish and maintain effective working relationships with OCDE management, staff, administrators, faculty, vendors, and others encountered in the course of work.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or high school equivalency test, completion of some college-level course in bookkeeping or accounting; and three years of progressively responsible experience in performing financial or statistical record keeping. Experience in a public agency is preferred.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 20 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret complicated data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks with frequent interruptions; interact with OCDE management, administrators, vendors, and others encountered in the course of work, some of whom are dissatisfied.

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 the essential functions. Employees work under typical office conditions and the noise level is usually quiet.