



## POSITION DESCRIPTION

Accounting Technician

**Position** ..... Accounting Technician  
**Department/Site** ..... Fiscal Services  
**FLSA** ..... Non-Exempt  
**Evaluated by** ..... Associate Director of Fiscal Services  
**Salary Range** ..... 40

### **Summary**

Provides technical general ledger accounting services assuring accurate and timely budget and financial information that can be used for current and future financial and program decisions. Maintains complete financial records for general, grant, categorical and special funds. Performs reviews and reconciliation of a full range of general fund accounts.

### **Essential Duties and Responsibilities**

- Maintains chart of accounts for grant, categorical, and special project funding. Sets up contract files, related documentation, and reporting requirements. Verifies and codes claims for reimbursements. Prepares reports of financial activity against budgets.
- Analyze adjustments and consolidate income, expense, and payroll accounts to support financial and mandated reports, as well as transfer to vendors and external agencies.
- Assists with development, compilation, update and balancing of the Tentative and Proposed budgets. Assists with preparation and distribution of budget reports to budget managers and/or management to help facilitate the departmental budget process. Assists with schedules for Proposed budget book, as requested by management.
- Assists, and may facilitate certain aspects of the budget development process for categorical, special, and general funds. Participates in certain aspects of its preparation, such as data collection and prior-year performance analysis.
- Assists budget managers and management with ongoing budget support throughout to year to ensure alignment with Proposed budget.
- Maintains up-to-date knowledge of the regulations and reporting requirements and procedures connected with categorical, special and general fund programs. Provides technical assistance to staff on financial matters relating to programs.
- Assists program managers in the preparation and review of invoices related to grant, categorical, and special fund programs per specific program requirements.
- Processes travel requisitions and reimbursements requests; verifies calculations, accounts numbers, and required documentation, and ensures alignment with District Travel Policy and IRS Meal and Incidental expense requirements; posts related encumbrances and expenditures.
- Prepares and distributes documents and schedules to support the budget planning and development process. Provides training and technical assistance to support research and preparation of department and program budgets.
- Assist with project cost tracking in relation to Capital and Bond projects to ensure alignment with project budget, and assist with compilation of the Construction in Progress schedule.
- Facilitates and prepares line item transfers. Reviews expense and other requisitions for compliance with applicable standards, rules and regulations, and approved budgets, analyzing variances and resolves variances with appropriate managers. Monitors expenditures of funds carried over from prior fiscal periods.



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- Participates with input of budget data. Complies with established procedures for specialized budgets. Analyzes budget reports to assure expenditures do not exceed appropriations. Enters encumbered funds onto an automated accounting system.
- Assists with implementation, testing, and training of the enterprise application system or emerging technologies related to financial transactions of the District and in coordination with Los Angeles County Office of Education.
- Provides technical expertise to staff for budget/financial areas. Provides financial and budget analysis as needed by senior staff. Performs special financial data gathering for items such as indirect costs and overhead allocations that would be applied to special funds and categorical programs.
- Ensures synchronization of data across multiple financial systems, including the District financial system and Los Angeles County Office of Education Financial and Payroll systems, through regular audit and reconciliation of all systems.
- Interprets and administers the policies, rules, and regulations established by the Board of Trustees, including governmental accounting controls established by the Business Services department. Works with departments, programs, and sites to complete financial transactions with established parameters.
- Ensures proper recording and accountability of financial transactions for registration fees, financial aid awards, refunds, billings, waivers, student/vendor accounts receivable, collections, and disbursements.
- Works together with the Bursar/Banner Student Finance Coordinator and the Financial Aid Department on the electronic financial aid distribution through BankMobile.
- Works with technology professionals to update and modify certain aspects of the computer-aided accounting system such as, but not limited to accounting controls, database fields and data entry screens.
- Provides campus-wide ongoing training seminars on various topics related to Finance for District staff.
- Provides technical support to departments accessing computerized accounting systems and databases that contain financial and statistical information.
- Reconciles cash accounts, fund balances, vendor, and specific balance sheet asset accounts. Reviews revenue and expense accounts. Reclassifies accounting transactions into proper account classifications.
- Reviews and analyzes transactions processed by others for accuracy, proper account coding or classification and allocation. Follows up with vendors, suppliers, and agencies to reconcile transactions.
- Assists auditors with the review of financial records and transactions, and prepares requested schedules.
- Prepares work-in-progress reports depicting monthly account activity, year-to-date balances and variances. Works with functional leaders to prepare narrative explanations of account activity.
- Prepares tax documents and reports, including, but not limited to, Sales and Use tax and 1099 reporting, as established by federal, state, and local regulations.
- Participates in the preparation of periodic financial statements and categorical reports, including variance analysis, for advisory/regulatory groups and administrators. Assists with opening and closing of financial records based on fiscal year.



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- Respond to inquiries from a variety of sources, external and internal; communicate frequently via phone and email with program managers and staff to support program financial needs.
- May provide leadership to other accounting and payroll staff.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **Knowledge and Skills**

- Requires considerable knowledge of the principles and procedures of accounting, auditing, and finance with additional expertise in budget preparation and control.
- Requires in-depth knowledge of generally accepted financial processes and regulations and controls applying to assigned financial operations.
- Requires a working knowledge of audit documentation requirements.
- Requires in-depth knowledge of automated accounting systems and relational databases used for storing and linking accounting data.
- Requires knowledge of the practices and techniques in accumulating cost accounting information, including allocation of accounting data to determine standard costs or rates.
- Requires a working knowledge of the financial management, control, and reporting processes associated with restricted funds.
- Requires well-developed math skills to perform complex accounting and statistical computations.
- Requires sufficient language skills to prepare reports suitable for external publishing.
- Requires well-developed human relations skill to explain detailed information in small group settings and work with staff in advisory capacity.

#### **Abilities**

- Requires the ability to perform the functions of the position.
- Requires the ability to apply accounting controls, rules, and procedures, and perform accounting tests.
- Requires the ability to research, compile, analyze, and interpret accounting data.
- Requires the ability to maintain accurate and retrievable files, records, audit trails and trace transactions to original entries.
- Requires the ability to perform accounting and general math computations quickly and accurately.
- Requires the ability to setup complete fund accounts and prepare financial statements.
- Requires the ability to organize and prioritize work to meet deadlines and timetables.
- Requires the ability to work cooperatively with individuals and work teams within and outside the department, including vendors.
- Requires the ability to access and use a computer, common office productivity software, and specialized accounting software to access databases.



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#### **Physical Abilities**

- Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature.
- Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment.
- Requires visual acuity to read computer screens, printed material, and detailed accounting information.
- Requires auditory ability to carry on conversations over the phone and in person.

#### **Education and Experience**

- An associate degree, or the completion of at least sixty (60) college-level semester units, and two years of accounting or finance experience; or, in the absence of an associate degree, or the completion of at least sixty college-level semester units, four years of accounting or finance experience.

#### **Licenses and Certificates**

- May require a valid driver's license.

#### **Working Conditions**

- Work is performed in an office environment with minimal exposure to health and safety considerations.