



Position: Accounting Technician	Position Number:
Department/Site: Business Services	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Accounting Manager	Salary Range 25

**DESCRIPTION:**

Under the direction of the Accounting Manager or other assigned supervisor, perform complex accounting duties involved in the preparation and maintenance of financial records and reports for such areas as payroll, accounts payable, accounts receivable, categorical funds, and cashiering.

, ~~REPRESENTATIVE~~ , and payroll.

Review and assure posting to proper account and ledger; enter inventory, financial, and statistical data to proper account; adjust accounts as needed.

Provide comprehensive oversight of the general ledger; prepare reports.

Prepare and code journal vouchers; verify and reconcile warrant listings; assure proper budget codes are posted to payroll, accounts payable, and other records.

Prepare warrants, invoices, time records, are ~~political or union in nature~~ -0.002 Tw

Perform a variety of complex calculations and financial and statistical record-keeping utilizing databases and spreadsheets as appropriate; verify accuracy of financial and numerical data and follow-up on issues of inaccuracy and discrepancy.

Review and verify various fund claims; audit expense claims and process for payment.

Prepare accounting and statistical reports; prepare remittances and reports for various governmental agencies.

Assure payments, receipts, and documentation are in accordance with District, county, state, and federal laws, regulations, and procedures.

Verify, balance, and adjust accounts; reconcile expenditures and income accounts.

Prepare a variety of District financial and statistical records; prepare and process a variety of financial and statistical documents.

Review budget records and post receipts and expenditures according to

Add, subtract, multiply, and divide quickly and accurately.

Learn, apply, and explain policies, procedures, rules, and regulations.

Answer telephones and greet the public courteously.

Type at an acceptable rate of speed.

Understand and follow oral and written directions.