CLASS TITLE: BUDGET AND ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under supervision, performs complex technical tasks relating to the preparation, maintenance and review of accounting, budget, and payroll to assure accuracy of the College financial transactions. Operates computer equipment and does related work as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Performs technical and complex accounting and auditing duties in the preparation, maintenance and review of various financial statements, records, accounts and budgets to assure accuracy and conformance with established policies and procedures;

Installs and maintains salary schedules and other schedules and tables required for the Position Control System;

Analyzes various financial reports and prepares journal entries as requested;

Assists in the preparation and monitoring of campus-wide budgets; processes budget transfers and budget revisions;

Assists with the preparation of accounting and budget reports to the Board of Trustees, Departments and various outside agencies;

Analyzes financial documents to assure accuracy and completeness; conducts research to resolve discrepancies as required;

Assists budget managers, including special projects managers, in problem solving, research and reconciling actual expenditures with budgeted amounts; prepares expenditure and progress reports as requested;

Audits various documents involved in financial transactions, such as claims, vouchers, invoices, requisitions, purchase orders, and contracts, to assure accuracy, completeness and compliance with applicable regulations, requirements and established procedures for special funded programs sponsored by local, State, and Federal Agencies;

Learns and applies emerging technologies as necessary to perform duties in an efficient, organized, and timely manner;

OTHER DUTIES:

Performs special projects and related duties as assigned.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
District policies, procedures, practices, terminology and codes used in areas of assigned responsibility, including accounts payable and receivable, general accounting and payroll; Accounting and auditing principles, practices and procedures; Methods, practices and terminology used in bookkeeping and financial record keeping in an automated accounting system; Modern office methods, procedures and equipment; Computer literacy; various software applications e.g., Microsoft Office Suite, i.e., Excel, Word; Methods and practices of financial and budget record keeping Data control procedures and data entry operations;

ABILITY TO:
Set priorities, meet schedules and timelines; work independently with little direction and exercise sound judgment; Make calculations and tabulations and review fiscal and related documents and information accurately and rapidly; Perform complex budget and accounting work without immediate supervision; Prepare financial summaries and reports; Interpret, apply and explain rules, regulations, policies and procedures; Plan, organize and prioritize work; Make complex arithmetical calculations with speed and accuracy; Operate office machines such as adding machine, typewriter, and computer; Type memos, letters and forms proficiently; Maintain accurate financial and statistical records; Reconcile, balance and audit budgets and accounts; Communicate effectively both orally and in writing; Establish and maintain cooperative and effective working relationships with others; Understand and carry out oral and written instructions; Understand scope of authority in making independent decisions; Review situations accurately and determine appropriate action to established guidelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to an associate’s degree in accounting or related field OR successful completion of college courses in accounting, finance or related field AND four years of increasingly responsible experience in the maintenance of financial or statistical records Bachelor’s degree preferred.

LICENSES AND OTHER REQUIREMENTS:

The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a personal vehicle to said locations. If operating a vehicle, the ability to secure and maintain a valid California driver’s license is required.

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WORKING CONDITIONS:

ENVIRONMENT:
   Office environment.

PHYSICAL DEMANDS:
   Dexterity of hands and fingers to operate a computer keyboard.
   Seeing to read a variety of materials.
   Sitting for extended periods of time.
   Hearing and speaking to exchange information and make presentations.
   Ability to lift 25 pounds.

   Reasonable Accommodation shall be provided as required.