

ACCOUNTING TECHNICIAN

DEFINITION

Under supervision, coordinates and performs complex accounting functions in analyzing, recording and monitoring financial statements for various incomes and expenditures.

ESSENTIAL FUNCTIONS

Reconciles monthly Sacramento County Office of Education records with district ledgers and district subsidiary ledgers with the general ledger and makes corrections as needed.

Participates in year-end closing procedures.

Prepares the revenue report.

Completes county, state and federal reports as assigned.

Provides technical supervision pertaining to areas of assignment.

Maintains and reconciles the district's revolving fund.

Responsible for accounts receivable, cash receipts and abatements, and clearing account.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Accounting principles, procedures and terminology and their application to a variety of accounting transactions and problems; modern office procedures, methods and equipment.

Ability to

Establish and maintain effective work relationships with those contacted in the course of performing assigned duties; perform arithmetical calculations accurately and rapidly; understand and carry out complex oral and written directions; apply pertinent school district policies, laws, rules and governmental regulations; analyze and interpret fiscal records and documents and to prepare accurate and complete financial summaries and reports.

Experience:

Three years of increasingly responsible experience in the maintenance of financial or statistical records.

Education:

Equivalent to completion of the twelfth grade, including or supplemented by courses in bookkeeping or accounting.