

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

ACCOUNTING TECHNICIAN - BUSINESS SERVICES

Salary Range 17

BASIC FUNCTION: Under the direction of the Fiscal Services Manager, maintains and balances accounting and financial records for District functions; maintains a full set of accounts including accounts payable and receivable, journals and general ledger; prepares comprehensive statistical and financial reports including Board reports provides guidance and coordinates with other District personnel pertaining to purchase orders, invoices, receipts, back orders and partial payments; interacts with vendors, customers, faculty and others as required. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES:

E = indicates essential duties of the position

- Post invoices, credits to journal and general ledger; prepares and mail checks to vendors for accounts payable. (E)
- Maintains and adds new customers and accounts, billing and payments; posts to journal and general ledger for accounts receivable. (E)
- Maintains control of checks and safe; orders adequate check stock for District disbursing functions, checks register problems. (E)
- Prepares documentation for check runs, ACH and direct deposits; assists with pre-audits, verifies, and post disbursements to appropriate journals, purchase orders and general ledger.(E)
- Opens, sorts, and distributes mail to appropriate parties. Interacts with district accounting, customers, and vendors, banks, outside accountants, financial aid and faculty to resolve discrepancies and clarify issues. (E)
- Reconciles district travel card, purchasing card billing statements and district credit card statements. (E)
- Assists in the reconciliation and balancing of A/P and accruals to general ledger. (E)
- Works with the warehouse to posts invoices and credits to the accounting module Banner in both accounts payable and general ledger. (E)
- Works with Banking Institution, Payroll Department and Controller to post payroll records for the District; verifies, corrects, posts to ledger and submits for approval payment of district invoices for payroll. Assists in the reconciliation of all payroll, A/P, cancellations, reissuance and cash to the general ledger. (E)
- Prepares sales tax reports for the District; assists in the reconciliation to Banner and remits payments to the Board of Equalization. (E)
- Assists in the preparation of board reports for the District.(E)
- Assists in closing the fiscal year end in Banner for the District after all journals and general ledger postings are entered; assists with adjustment entries ensuring trial balance is accurate. (E)
- Provides work guidance and direction to others; trains and supervise student and temporary workers. (E)
- Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by college-level accounting courses and three years increasingly responsible financial recordkeeping and accounting clerical experience.

KNOWLEDGE OF: Accounting principles and practices including preparation of complex financial statements. Tax laws and reporting requirements. Applicable sections of State Education Code and other applicable laws. Modern office practices, procedures and equipment. Financial and statistical record-keeping techniques. Principles of training and providing work direction. Correct English usage, grammar, spelling, punctuation and vocabulary. Interpersonal skills using tact, patience and courtesy. Technical aspects of assigned program or function. District organization, operations, policies and objectives. Operation of a computer terminal. Oral and written communication skills.

ABILITY TO:

- Perform technical accounting duties and maintain accounts, journals and ledgers related to assigned program operations.
- Prepare financial statements in accordance with District policy and generally accepted accounting principles and practices.
- Add, subtract, multiply and divide quickly and accurately. Train and provide work direction to others.
- Work cooperatively with others.
- Type at an acceptable rate of speed.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Maintain records and prepare reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Perform clerical duties such as filing, duplications, typing and maintaining records.
- Operate standard office equipment including a computer terminal and typewriter.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student and temporary workers.

CONTACTS: Co-workers, other departmental personnel, agencies, vendors.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting. Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS: Normal office environment.