

**PERALTA COMMUNITY COLLEGE DISTRICT - May, 2000**

**CLASSIFIED JOB DESCRIPTION**

**ACCOUNTING TECHNICIAN  
(SEIU Local 1021 Salary Range 51)  
Job Code: 005**

**CLASS PURPOSE**

Under direction, the Accounting Technician performs technical work in the monitoring and preparing of financial reports. Incumbents of this class act with a high degree of independence within the framework of guidelines governing their specific areas of responsibility. An incumbent of this class is normally responsible for maintenance of federal projects and/or independent financial operation accounts.

**WORK SCHEDULE**

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- maintains resource collection of project guidelines, regulations, and procedures
- maintains or supervises maintenance of accounting records for District programs funded through Federal grants
- provides colleges with cost data of project budget proposals
- reviews project applications for financial accuracy and conformity to regulations
- receives and analyzes approved contracts for projects and grants and advises District and college management of any needed revisions
- controls system of requisitioning operating cash from grantors
- maintains detailed ledger of funds allocated, received, and expended
- audits monthly report of work study funds and reconciles with Budget Status Report
- audits and analyzes reports
- prepares and maintains accounting records and reports
- reviews and approves intra-budget for projects
- maintains the District investment ledger

**Job Description:** Accounting Technician

- performs a wide variety of difficult work in preparation and maintenance of budgetary, fiscal, and accounting records
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Three (3) years of experience in financial or statistical recordkeeping; or an equivalent combination of training and experience which demonstrates an ability to perform the duties of the position.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Knowledge of:
  - modern office methods and procedures
  - basic methods and practices of financial record-keeping
  - operation of account, financial, and statistical record-keeping including elementary book-keeping
  - constructing spreadsheets for analysis
  - accounting and financial record-keeping principles and procedures, especially as they pertain to school district accounting
  - governmental accounting, auditing and budget principles and procedures
  - basic principles and techniques of training
- Ability to:
  - perform a variety of financial or statistical record-keeping work of average difficulty involving the use of independent judgment, accuracy, and speed
  - perform clerical work and make arithmetic computations with speed and accuracy
  - maintain accurate financial and statistical records
  - operate standard office equipment such as adding machine and calculators
  - provide information and assistance to students, staff, and members of the general public with courtesy, efficiency and tact
  - learn office policies, rules, and practices
  - understand and carry out oral and written instructions
  - establish and maintain cooperative relationships with those contacted in the course of the work
  - assist in the preparation of special reports
  - update and maintain a variety of statistical and financial files and records

**Job Description:** Accounting Technician

- work effectively in a climate of ambiguity
- perform a wide variety of accounting work of average difficulty
- prepare clear and accurate financial statements and reports, and to analyze accounting data
- post data and make arithmetical calculations with speed and accuracy
- maintain interrelated records and files
- carry out directions independent of close supervision

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

**PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

**TOOLS AND EQUIPMENT USED**

- Standard Office Equipment.

Revised: N/A