

PERALTA COMMUNITY COLLEGE DISTRICT - December 7, 1997

CLASSIFIED JOB DESCRIPTION

**DISTRICT ACCOUNTING TECHNICIAN
(SEIU Local 1021 Salary Range 73)
Job Code: 286**

CLASS PURPOSE

Under supervision, performs a variety of complex para-professional accounting functions in the formation, preparation and maintenance of District Financial Services and Physical Plant's fiscal and accounting control records.

(The District Accounting Technician class is distinguished from other classes by its assignments to prepare and maintain budgetary and fiscal account records. The District Accounting Technician is concerned with internal accounting business for District Financial Services and District Physical Plant Department. This can be a multi-position classification and is generally assigned to the District office.)

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.

- Reviews all billings to ensure compliance with Local, State, and Federal policies and regulations.
- Organizes billing workflow and insures that financial schedules and deadlines are met.
- Reviews and reconciles data for District programs funded through Local, District, State and Federal grants.
- Submits project billings.
- Prepares requisitions as required and assists in the collection and reporting process of these fillings.
- Monitors Physical Plant department budget and submits budget transfers
- Collects data and posts entries to appropriate general ledgers.
- Operates personal computers utilizing spreadsheet programs, database and internet/web-based applications to assemble, reconcile and prepare internal and external financial information.
- Works closely with the District Financial Services Department to prepare monthly, year-end closing documents, and other financial and audit schedules.

Job Description: District Accounting Technician

- May contact the college and/or responsible agencies to ensure that the District receives timely payments.
- Maintains detailed ledger of funds allocated, received, and expended
- Conducts budget transfers
- Analyzes and develops reports relating to delinquent receivables
- Reviews all project budgets to ensure compliance with District state and federal policies and regulations
- Maintains resource collection of project guidelines, regulations, and procedures
- Provides colleges with cost data of project budget proposals
- Monitors system of requisitioning operating cash from grantors
- Prepares project billing for funded projects
- Maintains accounting records for District programs funded through federal grants
- Prepares and maintains accounting records and reports
- Contacts the responsible agencies to ensure Peralta receives timely payment
- Prepares various reports for internal and/or external use (Expenditure Report/Invoice Report-Monthly, State Mandated Costs Reimbursement Report-Annually, Federal and State Financial Status Reports-Quarterly, Monthly, Semi-annually, and Annually, as required)
- Determines and recommends the write-off of any uncollectable accounts
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Successful completion of college level course work in an accounting program or major. May substitute up to two years of accounting experience in a public agency.
2. Four (4) years of experience in the preparation and maintenance of accounting and budgetary records, including one (1) year at the Principal Accounting Technician level; or an equivalent combination of training and/or qualifying experience that could likely provide the desired knowledge, skills and abilities to perform the duties of the position
3. Knowledge and proficiency in the operation and use of personal computers utilizing spreadsheet, database and internet software programs.
4. Knowledge of and ability to apply governmental accounting and auditing principles, practices and procedures.
5. Ability to analyze situations accurately and identify and recommend an effective course of action.
6. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

Job Description: District Accounting Technician

DESIRABLE QUALIFICATIONS

- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to speak and write effectively.

ENVIRONMENTAL DEMANDS

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

MENTAL REQUIREMENTS

- Highly detail oriented
- Affinity for working with figures
- Skilled in arithmetic calculations

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: March 23, 2012