

PERALTA COMMUNITY COLLEGE DISTRICT – May 9, 2006

CLASSIFIED JOB DESCRIPTION

**PRINCIPAL ACCOUNTING TECHNICIAN
(SEIU Local 1021 Salary Range 66)
Job Code: 006**

CLASS PURPOSE

Under general direction of the Business and Administrative Services Manager, the Principal Accounting Technician performs a variety of complex, paraprofessional accounting work in the preparation and maintenance of accounting, budgetary, and fiscal records.

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 ledgers and journals and a variety of financial records.
- Compiles and organizes data for the monthly expenditure reports.
- Maintains records of purchase orders and requisitions:
- Provides assistance to vendors and staff.
- Assists in developing and implementing financial data systems; acts as a liaison in coordinating incoming and outgoing special funds in the Business Office.
- Prepares for college annual audits.
- Reviews faculty, classified, and college work-study student time sheets for accuracy.
- Provides additional support in the Business Office and acts as back-up to the Bursar's Office, as needed.
- Maintains cash disbursement journals for all grants, loans and scholarships issued by the college.
- Receives repayments on loans, payments of federal contract files, and monitors expenditures and budget transfers.
- Provides a variety of technical budgetary information to the District Office.
- Provides the college with cost data of project budget proposals.
- Reviews project applications for financial accuracy and conformity to regulations.
- Performs other related duties as required.

Job Description: Principal Accounting Technician

MINIMUM QUALIFICATIONS

1. Four (4) years of experience in the preparation and maintenance of accounting and budgetary records, or an equivalent combination of training, education and qualifying experience which demonstrates the knowledge, skills and abilities to perform the duties of the position.
2. Ability to prepare and maintain accurate, complete and detailed budgetary, fiscal and accounting records and reports.
3. Knowledge of and ability to apply governmental accounting, auditing and budgeting principles and procedures.
4. Knowledge and proficiency in the operation and use of personal computers, utilizing word processing, spreadsheet, and database management software programs (e.g., MS Word, MS Excel, MS Access, etc.), the Internet browser, web sites, and E-mail.
5. Ability to type accurately from clear copy.
6. Ability to speak and write effectively.
7. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural and disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

- Ability to provide information and assistance to students, staff, and members of the general public with courtesy, efficiency and tactfulness.
- Ability to perform under pressure and meet deadlines.
- Ability to establish and maintain effective working relationships.
- Ability to analyze situations accurately and adopt an effective course of action.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people
- Flexibility or ability to respond to multiple demands

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

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- 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