

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED**

CLASS TITLE: **ACCOUNTING TECHNICIAN 1**

SALARY TABLE: **29**

SALARY RANGE: **18**

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of general accounting duties in support of assigned accounts and functions such as accounts receivable, fee collection and cashiering; maintain related financial and statistical records and files.

DISTINGUISHING CHARACTERISTICS:

The Accounting Technician I provides general accounting support for various accounts and functions such as accounts receivable, cashiering and fee collection. Accounting work is covered by well-established procedures and other assignments include clerical support of an assigned accounting area.

The Accounting Technician II performs more advanced accounting work requiring considerable accuracy and timeliness in areas such as accounts payable, general ledger, benefits and other more complex accounts. Incumbents work under general direction and have on-going responsibility for assigned accounts. The Accounting Technician III works independently on more complex accounts, producing accounting reports requiring a more extensive knowledge of accounting principles and practices applicable to budgets, government reporting, student accounts and account auditing.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of general accounting duties in support of assigned accounts and functions such as accounts receivable, fee collection and cashiering; process and verify various financial forms and documents; review accounts for errors and make appropriate adjustments.

Calculate, assemble, match, sort, tabulate, review and post a variety of financial and statistical data such as income, expenditures and transfers; review, adjust and assure accuracy of ledgers and journal entries; balance, adjust and reconcile accounts; review data for accuracy and completeness.

Maintain various auditable records and logs related to income, expenditures and assigned accounts; prepare routine reports as required; establish and maintain filing systems.

Process accounts receivable as assigned; collect, receive, process and verify incoming monies; prepare and process receipts; check money totals against receipts and invoices to assure accuracy; prepare, balance and reconcile cash accounts, and prepare and distribute bank deposits as required.

Serve as an informational resource to other departments concerning assigned accounting functions and related activities; respond to inquiries, resolve issues and conflicts, and provide information concerning related accounts, transactions, practices, policies and procedures.

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Receive, review and verify a variety of accounting information; identify and resolve discrepancies; input a variety of accounting data into an assigned computer system; establish and maintain automated financial records and files.

Communicate with College personnel, outside agencies and others to exchange information and resolve issues or concerns; answer telephone calls as directed; prepare, distribute and contact students and others to follow up on billings as directed.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in general accounting work.
Financial and statistical record-keeping techniques.
Preparation, review and control of assigned accounts.
Data control procedures and data entry operations.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Arithmetic computations.

ABILITY TO:

Perform a variety of general accounting duties in support of assigned accounts and functions such as accounts receivable, fee collection and cashiering.
Verify, balance and adjust assigned accounts.
Compare numbers and detect errors efficiently.
Reconcile, balance and audit assigned accounts.
Process and record accounting transactions accurately.
Prepare and reconcile statements, ledgers, balance sheets and other financial documents.
Learn policies and objectives of assigned programs and activities.
Operate standard office equipment including a computer and assigned software.
Understand and follow oral and written instructions.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Establish and maintain effective working and cooperative relationships with others.
Make arithmetic computations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level coursework in accounting or related field and one year clerical accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.