APPROVED BY: THE CHIEF OPERATING OFFICER

EFFECTIVE: November 2025

ACCOUNTING TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of technical accounting or auditing duties for an assigned functional area, including the general ledger, accounts payable, payroll, or operations; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Accounting Technician series. Employees within this class perform the full range of duties as assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction. Employees within this class receive general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee.

TYPICAL DUTIES

The duties specified below are representative of the nature and level of duties assigned to this class and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.

1. Employees have a responsibility for safety; for following safety regulations and safety

policies and procedures applicable to their work.

2. Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.

3. Perform related duties and responsibilities as required.

For positions assigned to Accounts Payable work:

4. Process contract/agreement invoice payment requests: audit and verify 3-way matching of incoming vendor invoices for payment; review invoice approvals for compliance with District policies and procedures; input vendor invoices into financial system; generate AP Verify Distribution Line Payment Report to analyze budget availability and funding distribution by line item; resolve issues preventing the payment of invoices.

5. Process weekly check run: generate AP trial and final registry reports; audit discrepancies; generate various reports (bills paid, transaction register, voided check register, overflow, control sheet, check register, positive pay, and control group registers); print checks; match checks to invoices; mail vendor checks; complete report of expenditure checks reconciliation after check run and balance trial payment register to source documents; submit ACH payments and report manual checks issued on Union Bank website.

6. Provide internal/external customer service regarding vendor invoice payments and purchase orders; research invoice project budget error exceptions and work with managers and budget office to resolve issues; analyze invoices and payment history for vendor accounts when there are discrepancies and short paid invoices approved by internal customers; respond to accounts payable customer service hotline calls.

7. Process stop payment requests on Bank website and process affidavit for duplicate, lost, or destroyed checks.

8. Provide managers with financial reports as requested: operating detail projects report, purchase order payment history, vendor invoice payment report.

9. Support external financial audits (annual and specialized) by providing backup to accounts payable transactions.

10. Review and disburse petty cash reimbursement requests in compliance with District policies and procedures; reconcile petty cash fund.

11. Train and oversee work of new and temporary employees; provide back up and support to Senior Accountant by reviewing check requests for compliance with Board Governance Policy Executive Limitation exemptions, assisting with the issuance of 1099 IRS forms, reviewing duplicate payment audit report, and uploading positive pay file on Union Bank website.

12. Maintain vendor files; research/reconcile vendor statements; set up new files as needed.

13. Participate in fiscal year end purchase order roll over process.

14. Perform various administrative functions as required, such as copying, typing, filing, scanning, and maintaining off-site storage files.

For positions assigned to Payroll work:

15. Process timesheets: review, verify, edit, and enter timesheets, timesheet adjustments, on-call pay, and jobsite pay into financial system; resolve timesheet exceptions; run time and labor process; submit rapid time expeditiously; follow up with employees and managers for unreported timesheets.

16. Process other special pays: review and enter bilingual pay, meal allowance pay, on-the-spot award pay, and uniform allowance into financial system; review and adjust PERS differential earnings as needed.

17. Maintain employee information regarding: direct deposit, employee tax withholding, payroll/benefit deductions including credit union dues, dependent care, health spending account, and commuter checks; perform mathematical calculations of payroll/benefit deductions, leave accrual adjustments, vacation/sick leave buy back, and deferred compensation.

18. Process federal tax levies, child support withholding orders, creditor garnishments, bankruptcy orders, and other wage withholding orders including preparing and distributing payments to agencies and third parties.

19. Review various payroll documents/notifications regarding new hires, terminations, retirements, manager auto allowances, employee work schedule changes, deferred compensation, retro adjustment pays, out of class pays, and termination leave payout.

20. Provide customer service to employees by researching and responding to inquiries related to Payroll and Benefit policies and procedures and responding to the Payroll Hotline within 24 hours.

21. Analyze and reconcile the District's medical premiums (including calculating premium retro adjustments), prepare payments to medical insurance providers, and provide a reconciliation to the Budget and Human Resource departments for budgeting purposes.

22. Generate and distribute paystubs and manual checks.

23. Perform various administrative functions as required, such as copying, typing, filing, scanning, and maintaining off-site storage files.

QUALIFICATIONS

The level and scope of the knowledge, skills and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Some Knowledge of:

Methods and techniques of governmental accounting and financial management.
Methods and techniques of bookkeeping.
Office procedures, methods and equipment
Common desktop applications and software as well as specialized software related to the work.
Principles and procedures of financial recordkeeping and reporting.
Business mathematical principles.

Ability to:

Perform a variety of technical or specialized accounting functions in support of District operations.
Review a variety of financial records and reports for accuracy and completeness.
Prepare and maintain spreadsheets of financial data.
Audit, reconcile and balance assigned accounts.
Identify and correct general ledger transaction errors.
Maintain a variety of financial records and files.
Interpret and apply Federal and State financial reporting policies and procedures.
Make mathematical calculations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience Guidelines

The following combination represents the minimum training and experience requirements for this classification:

Training

Equivalent to the completion of the twelfth grade supplemented by twelve (12) semester units of college level course work in accounting, business administration or a related field.

Experience

Three (3) years of experience in the processing and maintenance of accounting records in the areas of accounts payable, payroll, or general ledger support.

License or Certificate

Possession of a valid California Driver's License and a satisfactory driving record may be required at the time of appointment and as a condition of continued employment, but only when driving is an essential function of the position. If the Driver's License requirement applies to a particular classification, it will be clearly stated in the job posting.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens and copiers; moderate noise levels; and controlled temperature conditions.

Physical Conditions

Essential functions may require maintaining physical condition necessary for reaching, walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard and mouse; light to moderate lifting; reaching above head; visual acuity for reading documents, correspondence and computer screens; operating a variety of manual and automated office equipment.

CLASS LEGEND

Established Date:	5/2018	
Employee Groups:	EA	
Revisions Dates:	5/2019 11/2025	
FLSA Status:	Non-exempt	
	Current	Previous
Class Code:	VC5	
Series Code:	1VC	
Family Code:		
Previous Titles:		
Analyst:	FD	