

JOB DESCRIPTION

September 2017

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

ACCOUNTING TECHNICIAN I

General Purpose:

An Accounting Technician I is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Accounting Technician I performs a variety of financial and statistical record keeping assignments and may be responsible for basic areas of the fiscal record keeping system.

Essential Functions and Responsibilities include the following. Other related duties may be assigned as required:

- May assist with the Placer County Office of Education (PCOE) purchasing and warehouse processes.
- Processes payment of bills.
- Maintains petty cash funds and disburses cash.
- Prepares cash deposits to the bank.
- Performs data entry of cash deposits.
- Assists districts with accounts payable when necessary.
- Researches and corrects discrepancies.
- Performs general account record keeping support, as needed.
- Operates a variety of office equipment and computers.
- Types forms, reports and correspondence.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High school diploma or equivalent.

Experience:

- Any combination of training and experience in financial and statistical record keeping.

Knowledge, Skills and Abilities:

- Knowledge of office methods, procedures, and equipment.
- Knowledge of proper English usage, spelling, grammar, and punctuation.
- Ability to review and resolve discrepancies in district financial records.
- Ability to make arithmetical calculations quickly and accurately.
- Ability to operate a variety of calculating and office equipment.
- Ability to type at a rate of 30 words per minute from clear, legible copy containing numerical and tabular data.
- Ability to understand and carry out oral and written instructions.

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- Ability to deal tactfully and courteously with the public, other employees and school district personnel.
- Ability to establish and maintain cooperative working relationships.

Required Testing:

- Applicants may be tested to ensure competencies required to perform essential functions.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles when driving is listed as an essential function of the job description.
- Must possess a valid form of identification listed as acceptable on Form I-9.
- Applicants must possess a typing certificate for 30 net wpm issued within the last two years.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation. □□
Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

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FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 23.0

Reviewed and Approved:

Supervisor: Catherine M. Gori

Date: 1/18/18

Human Resources: [Signature]

Date: 1/18/18