General Purpose:
An Accounting Technician III is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Accounting Technician III performs a variety of the more specialized and complex financial and statistical record keeping assignments and is responsible for a specialized area of the fiscal record keeping system.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:
- May assist with the Placer County Office of Education (PCOE) purchasing and warehouse processes.
- Processes payment of bills.
- Reconciles PCOE Business Services credit card account with online purchases made on behalf of all PCOE programs.
- Maintains petty cash funds and disburses cash.
- Prepares quarterly sales tax reports.
- Prepares and reconciles data for 1099’s.
- Performs accounts receivable activities including but not limited to initiating invoices, follow-up collection notices, and applies proper account coding to monies received.
- Prepares cash deposits to the bank.
- Performs data entry of cash deposits.
- Researches and resolves discrepancies with the County Auditor’s office.
- Apportions state and federal funds to appropriate district program and accounts.
- Maintains apportionment records and prepares necessary reports.
- Assists districts with accounts payable when necessary.
- Researches and corrects discrepancies.
- Reviews and approves data entry before posting to the general ledger.
- Completes in-house journal entries and budget transfers.
- 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:
- Two (2) years of increasingly responsible financial and statistical record keeping work experience comparable to that of an Accounting Technician II with PCOE.
Knowledge, Skills and Abilities:
- Knowledge of principles of financial and statistical record keeping.
- Knowledge of laws, rules, and regulations governing financial transactions for an assigned area of County Office of Education financial records systems.
- In-depth knowledge of an assigned specialty area within the Office of Educations' fiscal record keeping responsibilities.
- Knowledge of office methods, procedures, and equipment.
- Knowledge of proper English usage, spelling, grammar, and punctuation.
- Ability to maintain on-going responsibility for an assigned specialty area of fiscal record keeping and review.
- Ability to perform a variety of complex financial and statistical record keeping assignments.
- Ability to interpret and apply rules, laws and policies governing financial, payroll, and retirement system record keeping.
- Ability to review and resolve discrepancies in district financial records.
- Ability to prepare a variety of specialized fiscal and financial reports.
- 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.
- 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.

Certificates & Licenses:
- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- 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.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 27.0