

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

EARLY CHILDHOOD EDUCATION (ECE) ACCOUNTING TECHNICIAN I, II, & III

General Purpose:

An Early Childhood Education (ECE) Accounting Technician I, II and III is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The ECE Accounting Technician performs a variety of complex financial and statistical calculations, prepares and maintains a variety of internal and external reports and interacts daily with child care providers and parents that utilize subsidized child care.

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

- Analyzes and calculates child care billing sheets/attendance records using complex formulas designated by the California Department of Education (CDE) Child Development Division (CDD).
- Performs data entry of cash deposits and journal entries; prepares and completes deposits.
- Assists parents and child care providers with policies, procedures and payments.
- Processes accounts payable information and prepares warrants for vendor payments.
- Analyzes, computes and audits requests for payment of purchase orders, pay vouchers, honorariums, contracts, travel advances, and expense claims.
- Audits vendor payment records within established guidelines and maintains audit data.
- Determines and processes registration and/or parent fees.
- Maintains petty cash funds and disburses cash.
- Resolves problems and discrepancies with vendors.
- Prepares year-end closing for accounts payable.
- Assists with inventory, reporting, monthly tracking, and timesheets.
- Prepares a variety of internal and external reports.
- Codes checks, timesheets, purchase orders and billing sheets.
- Utilizes customized accounting software to process payables, deposits, to gather information and prepare reports.

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.
- Coursework in accounting or business administration preferred.

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Experience:

ECE Accounting Technician I:

- Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

ECE Accounting Technician II:

- Two (2) years of increasingly responsible financial and statistical record keeping work experience specific to subsidized early childhood education/child care programs comparable to that of an Accounting Technician I with PCOE.

ECE Accounting Technician III:

- Three (3) years of increasingly responsible financial and statistical record keeping work experience specific to subsidized early childhood education/child care programs comparable to that of an Accounting Technician II with PCOE.

Knowledge, Skills and Abilities:

- Knowledge of the principles and methods of financial and statistical accounting and recordkeeping.
- Knowledge of laws, rules and regulations governing financial transactions.
- Knowledge of California Department of Education Child Development Programs Funding Terms and Conditions including child care attendance and reimbursement procedures.
- Knowledge of California Department of Education Child Development Programs Attendance and Fiscal Reporting and Reimbursement Procedures.
- Knowledge of PCOE ECE Department Policies and Procedures (Accounting Technician III only).
- Skills to follow appropriate office methods, department procedures and operate a variety of calculating and office equipment
- Skills to utilize email, Word, Excel, and customized accounting software using appropriate English grammar spelling and punctuation.
- Ability to type at a rate of 40 net words per minute from clear, legible copy containing numerical and tabular data.
- Ability to read, comprehend and follow written policies and procedures.
- Ability to utilize customized accounting software to process payments and deposits, gather information and prepare reports.
- Ability to reconcile discrepancies in financial records.
- Ability to make arithmetical calculations for child care billing sheets/attendance records quickly and accurately.
- Ability to change practices based on feedback.
- Ability to understand and carry out oral and written instructions.
- Ability to deal tactfully and courteously with child care providers, parents receiving subsidized child care, the general public and other employees.
- Ability to establish and maintain cooperative working relationships.
- Ability to create and upkeep file maintenance, including keeping files in alphabetical order, timely filing of documents and ability for others to easily use those files.
- Ability to learn Standardized Account Code Structure (SACS) and accurately determine proper coding for payments and deposits (could be from viewing provided cheat sheet or at the higher levels, from viewing reports or account codes available in the Accounting software).
- Ability to work in a fast paced environment, meet deadlines, prioritize and handle interruptions.
- Ability to deal with difficult clients via telephone and in person.

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- Ability to understand programs administered by PCOE ECE and code expenses accordingly.
- Ability to recognize when an accounts payable item is outside the reasonable limits for payment approval and able to follow the proper procedures for obtaining approval.
- Ability to organize work area to enable other employees to step in during absences and understand the status of work load and answer questions.
- Ability to document an audit trail.
- Ability to review work for errors, recognize the errors and correct the errors.
- Ability to understand and follow confidentiality rules.
- Ability to educate child care providers, parents receiving subsidized child care, the general public and other employees on the applicable PCOE ECE processes and state rules and regulations.

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 40 net words per minute issued within the last two years (no one-line certificated accepted.)

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:

- 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.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings.
- Facility to drive an automobile.
- Facility to determine and differentiate colors.

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

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FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: Accounting Technician I: 23
Accounting Technician II 25
Accounting Technician III: 27

(Advancement contingent upon a recognized increase in knowledge and abilities of all essential job functions and subject to availability of funding.)

Reviewed and Approved:

Supervisor: Catherine Lewis Date: 8/9/10

Human Resources: [Signature] Date: 8/6/10