

JOB DESCRIPTION  
October 2016

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

**ACCOUNTING TECHNICIAN III**

**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.

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- 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

Reviewed and Approved:

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_