

# MARIN COUNTY OFFICE OF EDUCATION

## CLASSIFIED POSITION DESCRIPTION

### Accounting Technician II

#### **DEFINITION:**

Under general supervision, performs responsible clerical accounting duties in a variety of assigned areas of responsibilities within the fiscal authority of the Marin County Office of Education, using computer hardware/software and peripheral equipment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. Typical tasks include:*

- Assists with the development and preparation of any aspect of payroll, including compliance assurance, absence tracking, benefits, deductions, retirement, adjustments and all other payroll related functions;
- applies pertinent laws, rules and regulations pertaining to payroll and benefit administration;
- maintains resource collection and distribution;
- receives, reviews and processes purchase orders;
- audits, produces and processes vendor payments resolving issues and discrepancies;
- maintains a variety of control functions;
- generates a broad variety of reports;
- purchases and distributes supplies and materials for use in the Marin County Office of Education;
- establishes and maintains a large variety of file systems;
- prepares cash receipt deposits and invoices;
- audits and reconciles various CSSF and district funds and accounts;
- researches, produces and processes attendance and other reports;
- monitors fund balances of assigned programs;
- implements reporting procedures and controls;
- makes determination on accounting and financial recordkeeping tasks by applying appropriate rules and regulations;
- performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

#### **MINIMUM QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **TRAINING, EDUCATION, AND EXPERIENCE**

Any combination of education and experience that provides the knowledge and abilities is qualifying. Typically, this would include a high school diploma and two years of increasingly responsible experience in the review and/or maintenance of financial or statistical records. Required to hold a valid CA Driver License and proof of insurance when driving is an assigned job duty.

#### **KNOWLEDGE OF:**

- Basic bookkeeping methods and principles;

- principles and techniques applied in the operation of computer equipment and peripherals;
- methods and practices of financial record keeping;
- standard English usage, spelling, grammar and punctuation;
- safe work practices;
- word processing, spreadsheet, database; and computer report development processes at a level of proficiency sufficient to successfully perform assigned tasks.

**ABILITY TO:**

- Perform accounting work requiring the use of prescribed standard practices and procedures;
- prepare and maintain detailed, accurate financial records, summaries, and reports;
- work cooperatively and effectively with those contacted during the course of work;
- plan, organize, and prioritize own work to meet deadlines and accomplish tasks within established timelines;
- maintain orderly work environment and perform tasks in a prescribed and safe manner;
- effectively coordinate a variety of simultaneous tasks;
- maintain and improve professional skills and knowledge;
- be flexible and receptive to change.

**SKILLS IN:**

**Language Skills:**

- Written communication skills to produce memos, email, letters, or other documentation;
- oral communication skills demonstrating tact, diplomacy, and sensitivity to individual concerns;
- reading comprehension skills to interpret policies, administrative regulations and programs and accurately explain to others.

**Mathematical Skills:**

- Make complex mathematical calculations with speed and accuracy.

**Reasoning Ability:**

- Ability to apply common sense understanding to carry out standard instructions;
- ability to deal with standardized situations with occasional variables;
- decision making skills to exercise good judgment within defined areas.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

- Regularly required to talk or hear;
- Uses hands to finger, handle, or feel;
- Reaches with hands and arms;
- Occasionally required to stand and walk;
- Occasionally lifts and/or moves up to 15 pounds;
- Vision abilities required include close vision, color vision, and ability to adjust focus.

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this job, the employee:*

- Regularly works in inside environmental conditions;
- Frequently works with a video display terminal for prolonged periods;

- The noise level is typical of an open office work environment with background noise of telephones and conversations;
- Functions with frequent interruptions.

**031020-Labor Grade 10, Salary Range 42 ACCOUNTING TECHNICIAN II**