

**MARIN COUNTY OFFICE OF EDUCATION  
CLASSIFIED POSITION DESCRIPTION**

**ACCOUNTING TECHNICIAN**

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 sophisticated microcomputer hardware/software and peripheral equipment. Use of new or additional equipment brought about by new technology shall be incorporated consistent with the level of responsibility and complexity of this job.

**MINIMUM QUALIFICATIONS:**

**Training, Education and Experience:**

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. Typically this would include a completed high school education which ensures the ability to read and write at a level necessary for successful job performance and two years of increasingly responsible experience in the review and/or maintenance of financial or statistical records.

Knowledge of: Basic bookkeeping methods and principles, M.C.O.E. office procedures; principles and techniques applied in the operation of computer equipment and peripherals; methods and practices of financial record keeping including payroll; standard English usage, spelling, grammar and punctuation; safe work practices; word processing, spreadsheet, database; computer report development processes.

Ability to: Maintain accurate records; deal effectively with the public; perform accounting work requiring the use of independent judgment and initiative; skillfully operate computer hardware/software and peripherals; make complex arithmetical calculations with speed and accuracy; prepare detailed, accurate financial summaries and reports.

**EXAMPLES OF DUTIES:**

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 within this class. All reasonable related duties are deemed to be included.

Develops and prepares all Marin County Office of Education certificated and classified 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. Maintains a variety of control functions, including position control. 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 A.D.A. and other reports.

Monitors fund balances of assigned programs; implements reporting procedures and controls; makes independent determination on accounting and financial record keeping tasks and applies appropriate rules and regulations.

Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

**51298 – Labor Grade 8, Salary Range 38 – Accounting Technician**

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