

MARIN COUNTY OFFICE OF EDUCATION

CLASSIFIED POSITION DESCRIPTION

Accounting Technician I

DEFINITION:

Under general supervision, performs basic clerical accounting work; reviews, examines, and processes school district payroll and other transmittal records and related documents; performs clerical accounting functions involving records maintenance; performs other basic financial and accounting transactions as required.

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:

- Reviews, examines, and processes payroll documents including verification of employment, status change, termination and related information for accuracy;
- reviews payroll for accurate coding, making corrections and adjustments, as needed;
- assists with the preparation of various reports pertaining to retirement, SDI, Federal, State and Local taxes;
- processes membership and retirement documents;
- produces and processes checks;
- works closely with school district payroll or accounting personnel to facilitate the resolution of problems and discrepancies;
- maintains financial records;
- processes documents involved in financial transactions;
- assists with preparation of financial and statistical reports;
- receives and posts payments and transfers;
- types forms, reports and correspondence;
- processes and distributes documents and summarizes data and information as required;
- assists in the preparation of certificated and classified monthly payrolls for small school districts;
- performs other duties as assigned requiring essentially the same effort, skill and responsibilities as needed.

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

Requires High School diploma or recognized equivalent, and the attentiveness and adaptability needed to perform the varied required duties. Required to hold a valid CA Driver License and proof of insurance when driving is an assigned job duty.

KNOWLEDGE OF:

- Modern office methods, equipment and procedures;
- principles, practices and procedures used in financial and statistical clerical work;
- standard English usage, spelling, grammar and punctuation;

- safe work practices.

ABILITY TO:

- Learn and apply pertinent laws, rules and regulations related to schools accounting and public retirement systems;
- post data and perform arithmetical computations accurately;
- operate standard business office machines including typewriter, computer and calculator, and a variety of other office equipment and software;
- follow procedures prescribed by manuals, office directives and supervisors;
- work cooperatively and effectively with those contacted during the course of work;
- maintain an orderly work environment and perform tasks in a prescribed and safe manner;
- maintain and improve professional skills and knowledge;
- be flexible and receptive to change.

SKILLS IN:**Language Skills:**

- Reading and comprehension of simple instructions, short correspondence, and memos;
- writing simple correspondence.

Mathematical Skills:

- Computational skills involving addition, subtraction, multiplication, and division with accuracy.

Reasoning Ability:

- Ability to apply common sense understanding to carry out simple instructions;
- ability to deal with standardized situations with only occasional variables.

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.