



## **ACCOUNTING TECHNICIAN**

### **BASIC FUNCTION**

Under the direction of an assigned supervisor, the Accounting Technician performs a variety of technical clerical tasks related to the maintenance, reconciliation, and disposition of financial information, as well as the preparation and distribution of reports and financial transaction information. The Account Technician directly assists students, staff, and other clients with relevant financial queries and issues.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this classification perform clerical accounting functions of average difficulty requiring application of established policies and procedures.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.*

1. Perform technical clerical tasks related to gathering, assembling, entering, posting, verifying, calculating, and filing relevant financial and accounting information and data.
2. Assist with and/or directly gather, prepare, audit, and distribute financial reports, statements, and documents. Prepare and submit assigned required Federal, State, local and other designated statements, and reports. Prepare and process bank deposits, transfers, and transaction cancellations.
3. Assist end users with inquiries related to financial transactions, accounts, balances, and procedures.
4. Establish, monitor, maintain, audit, reconcile, and report on internal and external financial accounts in accordance with policy and procedure. Balance and reconcile transactions and accounts.
5. Receive, track, reconcile, report, and process cash transactions. Ensure all cash and check-related transactions are documented and processed per policy.

6. Assist with responding to report and/or information requests as appropriate. Assist in annual budget preparation, and periodic budget and financial reviews.
7. Contact vendors, financial institutions, students, staff, and others as needed for matters related to accounts receivable, accounts payable, and reconciliation discrepancies. Track and resolve issues as appropriate.
8. Assist and direct student workers and temporary help as assigned.
9. Perform job-related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Modern office procedures, methods, and equipment including computers and applicable software applications.
- Methods, practices, and terminology used in financial recordkeeping and transaction processing.
- Basic cash handling practices.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.

### **Skills and Abilities To:**

- Perform accurate and efficient technical accounting clerical work.
- Interpret, apply, and explain applicable fiscal policies and procedures, laws, and regulations.
- Use electronic database systems.
- Establish and maintain cooperative working relationships with others.
- Research, analyze, compile, and prepare reports and financial statements.
- Effectively communicate both orally and in writing.
- Work independently with minimal supervision while meeting deadlines.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

### **Education and Experience:**

Any combination equivalent to high school graduation and two years of relevant experience performing technical clerical work in finance or accounting.

### **Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Classification: Accounting Technician / Range: 15 / FLSA Status: non-exempt  
Date Revised: Dec 1998 / Date Approved:

**Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

**WORKING CONDITIONS****Work Environment:**

Office.

**Physical Demands:**

Work is performed primarily in a standard office environment with frequent interruptions, and distractions; extended periods of time of viewing a computer monitor.

Requires sufficient physical ability to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull up ten (10) pounds; to operate office equipment requiring repetitive hand movement and finger dexterity.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

**Mental Demands:**

Work in an environment of frequent interruptions and possible dissatisfied individuals. Solve basic math computations.