

## ACCOUNT TECHNICIAN I

### **JOB SUMMARY**

Under immediate supervision, performs routine clerical accounting work involving the review, verification, research, preparation, maintenance and processing of the District's financial and statistical records, data and reports related to business services functions.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level classification in the fiscal series. This class differs from higher-level classifications in the series by the amount of direction and supervision provided to the job incumbents; level of difficulty and complexity of the work assigned to the job incumbents.

### **SUPERVISION RECEIVED AND EXERCISED**

Job incumbents in this class directly report to management personnel and do not supervise other personnel.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

- Performs financial and statistical recordkeeping and processing related to business services functions
- Researches, computes, reviews, verifies, inputs, posts, maintains, and updates financial information for accuracy and completeness
- May assist or receive instructions from higher-level account technician(s) and/or management
- Types, completes, reviews, verifies, and prepares forms, documents, reports and files for submission and processing
- May participate in projects assigned by management personnel
- Responds to inquiries from administrators, employees and the public
- Performs other related duties as assigned.

### **EMPLOYMENT STANDARDS**

**Education:** Graduation from high school or GED is required. Formal coursework or formal training (i.e. vocational or college) in accounting, finance, financial record maintenance, bookkeeping, or a related field is preferred.

**Experience:** One year of paid experience in clerical accounting work involving the utilization of automated financial recordkeeping systems is required.

**Knowledge of:** Principles, methods, practices, terminology, and procedures relating to accounts payable, accounts receivable, bookkeeping, and financial recordkeeping; the use and application of automated computer software systems for processing accounting and personal computer software applications such as Microsoft Office Suite; basic mathematical principles and methods; principles, methods, trends, techniques, and practices related to organization and planning; applicable laws and regulations related to business services (e.g. Education Code and Labor code).

**Ability to:** Effectively and efficiently perform general accounting clerical functions with constant interruption; make accurate mathematical computations; effectively operate office machines and

equipment and computer software applications; understand, follow, and carry out District regulations and procedures, as well as oral and written instructions; establish and maintain cooperative working relationships with others; find and gather accurate sources of information in order to complete assigned tasks; stay up-to-date with changes in laws and regulations related to business services; effectively adapt to changes; take initiative; accurately attend to detailed work; effectively manage multiple work assignments in order to meet deadlines; maintain high integrity of information related to the job; effectively communicate orally and in writing; provide quality customer service; effectively work in a team environment; and comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

**Special Information:** Some positions in this class may be assigned to specialized or various accounting functions.

**PHYSICAL STANDARDS**

*The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.*

**Work Environment:** While the job incumbent works in an office environment, this position is in direct contact with the public and other employees through telephone, electronic mail, and in-person, requiring the ability to effectively manage constant interruptions while managing a high volume of work. Negative interactions resulting from these contacts can result in stressful situations. The noise level in an office environment is usually quiet.

**Physical Demands:** Primary functions of the position require sufficient physical ability and mobility to work in an office setting as follows: to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull objects up to 20 pounds without assistance; to operate office equipment requiring repetitive hand movement and fine motor coordination including use of a computer keyboard; to see within normal visual range and hear within the normal audio range with or without correction; and to verbally communicate in order to exchange information with others; physical daily attendance at work is an essential requirement of this job class.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job class perform additional duties and additional duties may be assigned.*

<b>ACCOUNT TECHNICIAN I</b>	
<b>Personnel Action</b>	<b>Personnel Action Date</b>
Revision Approved by the Personnel Commission	06/19/84; 10/03/88; 06/13/02; 06/15/15; 1/24/22