

**SENIOR ACCOUNTING TECHNICIAN
JOB DESCRIPTION - CLASSIFIED**

POSITION OVERVIEW

Reviews, maintains, and reconciles a full range of account balances, and analyzes and examines accounting data for assigned functions such as accounts payable, accounts receivable, reconciliations, and asset inventory. Performs high and difficult paraprofessional and technical duties in accounting operations; reconcile, process and disburse district funds for invoice payments, employee reimbursements, student financial aid and other liability payments utilizing applicable functionalities in the district enterprise resources. Requires the frequent use of independent judgment in making decisions within established accounting systems and procedures. Assists in ensuring district compliance with applicable rules, regulations, policies, and procedures. Performs other related duties as assigned.

REPRESENTATIVE DUTIES

1. Independently process invoices, reimbursements, student financial aid and other liabilities utilizing applicable financial software; determine appropriate method of payment, according to Generally Accepted Accounting Principles (GAAP) and in compliance with district policies/procedures and other guidelines; ensure proper departmental authorization and appropriateness of requested items and/or services; ensure timely and accurate preparation and distribution of approved payments, reimbursements and refunds; troubleshoot any issues with district departments, external suppliers and payment recipients; provides support to designated District manager; maintains frequent contact with staff and vendors. Explain applicable processes and procedures.
2. Analyze and advise budget managers of increases to purchase orders; verify account numbers for validity of expenditures for reimbursement; advises department to prepare documentation needed to correct discrepancies in the general ledger.
3. Determine, calculate and apply appropriate sales taxes for purchases based on multiple factors and regional variances.
4. Maintains communication with District Warehouse and Purchasing related to the procurement, receiving and payment of goods.
5. Monitors standing purchase orders; verifies invoice pricing and use of correct sales tax rates on invoices; reviews outstanding purchase orders at fiscal year-end to ensure accurate expenditure accruals and account balances; prepares open encumbrance report.
6. Prepares and audits payment packages; reviews a variety of expenditures; matches purchase orders, invoices, and receiving reports; verifies prices and mathematical accuracy of payments, applicable taxes, and account codes; ensures fund availability; reviews contracts and agreements; verifies management approvals, Board authorization, and liability insurance coverage.
7. Records, assembles, tabulates, and reconciles financial and statistical data; reconciles and balances accounts; and researches and resolves discrepancies.
8. Recommend adjustments to ensure expenditures are correctly charged and are in compliance with all policies and regulations.

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9. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner; assists with implementation and testing of automated enterprise application systems or emerging technologies related to assignment.
10. Participates in department trainings for end-users; assist in developing training guides and reference materials; maintains resources on the department intranet and internet pages.
11. Participates in developing goals, objectives, policies, procedures, work standards for Fiscal Services.
12. Performs other related or duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager. May provide direction to student assistants.

KNOWLEDGE AND ABILITIES

Knowledge of:

Fiscal accounts payable practices, procedures, and equipment; Terminology and practices of financial and account document processing and record keeping and general accounting practices and procedures; Applicable Federal, State, and local laws, regulatory codes, ordinances, as well as College policies, procedures, and objectives relevant to assigned area of responsibility; Principles and practices of data collection and report preparation; Business arithmetic, statistical and basic financial techniques; Financial and statistical record keeping principles and procedures; Modern office practices, methods, and computer equipment and computer applications, including word processing, database, and spreadsheet software.

Ability to:

Respond and prioritize multiple phone calls and other requests for service; Interpret, apply, and explain applicable policies and procedures; Compose correspondence and reports independently or from brief instructions; Make accurate arithmetic, financial, and statistical computations; Establish and maintain filing, record keeping, and tracking systems; Understand and follow oral and written instructions; Organize own work, set priorities, and meet critical time deadlines; Operate modern office equipment including computer equipment and specialized software applications programs, 10-key calculator by touch, copier/scanner, printer, fax machine, currency and coin counters, cash register, and bankcard systems; Use English effectively to communicate in person, over the telephone, and in writing; Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work. Requires skill at facilitating small group problem-solving processes.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
DATE July 2024

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MINIMUM QUALIFICATIONS

Any combination of training, education and experience equivalent to an Associate's degree (60 semester units) from an accredited college or university is required. Three years of related experience in addition to that identified above may be substituted for each one-year (30 semester units) of college.