



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 5095
Date Adopted: July 1, 2008**

**FLSA Status: Nonexempt
Union Representation: Represented**

Senior Accounting Technician

GENERAL PURPOSE

Under general supervision, performs a variety of complex and highly responsible accounting support duties, including: maintaining and reconciling accounts receivable and general ledger accounts; verifying accuracy and processing accounts payable invoices; tracking and monitoring available funds; reviewing and processing a variety of accounting and financial documents from County school districts; pre-auditing payments prior to disbursement; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Accounting Technicians perform complex and highly responsible accounting support functions in the reconciliation, preparation, and maintenance of OCDE and school district financial, accounting, and statistical records and reports and in the monitoring, tracking, and posting of budgets and expenditures for OCDE departments, programs, funds, and special projects. Work requires extensive knowledge of OCDE and school district budgeting, purchasing, accounts payable, revenue, and accounts receivable processes and procedures applicable to areas of responsibility. Incumbents are expected to independently perform assigned functions in an accurate, timely manner, and exercise initiative in resolving problems related to these functions by referring to OCDE, school district, state, and other governmental policies and procedures and knowledge gained through experience.

Senior Accounting Technician is distinguished from Accounting Technician in that employees in the former class perform more complex and specialized duties in support of County school district accounting functions. Duties require the application of more advanced technical accounting operations and legal knowledge and the ability to research and resolve problems through effective working relationships with school district personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Processes vendor invoices for goods, services, childcare providers, travel, mileage, registrations, utilities, leases, cell phones, and other operational services; reviews and interprets contract codes, education codes, lease agreements, and legal documentation to ensure compliance with all applicable legal requirements; verifies completeness, accuracy of calculations, and all required back up documentation including receipts, packing slips, authorizations for payment, and fixed asset forms; researches and resolves discrepancies; enters appropriate data into OCDE's accounting system for payment; maintains complete files on each payment transaction.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

2. Selects a variety of payments from all school districts for audit including construction contracts, consulting agreements, and special education contracts and requests back up documentation; analyzes and audits financial data
3. Prepares and documents to assure accuracy, completeness, and compliance with district policies and procedures and applicable governmental regulations; reviews signed agreements for district contracts and audits contractor invoices; identifies payments that are not in compliance with established policy or that are incomplete and provides notification to appropriate source; verifies that school districts have adequate funds to pay for goods and/or services; releases payments/registers after audit completion.
4. Maintains general ledger balances for all school districts; processes bank reconciliations and works closely with County Treasurer's Office to maintain adequate cash balances for each district; processes daily transfer requests submitted to districts and audits financial documentation for accuracy; deposits daily checks submitted from districts to the County Treasurer and generates cash receipts; researches any discrepancies in the general ledger and creates documents to correct as necessary; assists districts in closing financial books at end of the fiscal year.
5. Maintains OCDE's accounts receivable and general ledger; receives requests and prepares invoices, ensures accuracy of budget numbers, object codes, and applicable sales tax; researches discrepancies; prepares invoices and audits batch proofs; distributes batches and invoice copies with back up documentation to vendors and requesting organizations; tracks, monitors, and performs collections on outstanding accounts by contacting city, county, and state agencies, private individuals, and businesses by telephone or correspondence; resolves and corrects accounts receivable errors; sends out billing statements as needed; maintains appropriate files.
6. Receives checks and cash from various OCDE departments and sources; verifies, balances, posts, and audits for accuracy, and enters into OCDE's accounting system; deposits funds following established procedures.
7. Analyzes and monitors assigned OCDE budgets; reviews and assigns appropriate budget codes for all purchase requisitions, invoices and contracts; interprets accounting and financial data, analyzes reports and makes recommendations for solutions to budgetary needs including budget transfers; prepares quarterly budget forecast projections.
8. Monitors general ledger for income contracts and agreements; works with various districts, agencies, and staff; monitors expenditures and revenue; and assists with budget projections; runs various reports and verifies that budgets accurately represent the monetary flow of designated funding of the contract/agreement; prepares invoices as required.
9. Processes Child Care provider invoices; receives invoices and provider certificates, verifies allowable hours based on various agency and state regulations; calculates payment amount based on provider rates, non-operational days and client's eligibility status; prepares payments within established timeframes.
10. Within areas of responsibility, reviews, ensures accuracy, and approves account coding, project coding, and/or other financial data; identifies and rectifies incorrect codes; informs and educates appropriate staff on correct procedures and codes.
11. Provides accurate and timely information and assistance to internal and external customers; researches and handles daily inquiries from customers on matters related to areas of responsibility.

12. Prepares detailed statistical, financial, or operational reports as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

13. Files documents and records; maintains confidentiality and security of sensitive information.

OTHER DUTIES

1. Codes and processes substitute teacher timesheets; reconciles monthly payroll reports to ensure correct budgets were posted; initiates journal entries to make payment corrections.
2. Trains departmental staff on appropriate procedures for processing transactions.
3. Attends a variety of meetings and training sessions as required.
4. Prepare and process local, state, and federal monthly, quarterly, and annual fiscal reports.
5. Maintains an inventory of office supplies, materials, and equipment.
6. Maintains storage and destruction of records within area of responsibility.

QUALIFICATIONS

Knowledge of:

1. OCDE and school district policies, procedures, practices, terminology, and codes used in areas of assigned responsibility, including accounts payable and receivable, general accounting, and payroll.
2. Budgeting practices, procedures, and terminology.
3. Fundamental accounting, project/cost accounting and internal control practices and procedures.
4. Methods, practices, documents, and terminology used in processing accounting transactions for special funds, programs, and grants; and related financial record keeping.
5. The operations, requirements, and codes of OCDE's financial reporting/general ledger computer system as they apply to assigned areas of responsibility.
6. Customer service practices and procedures, including telephone etiquette.

Ability to:

1. Set priorities, meet schedules, and timelines; work independently and exercise sound judgment.
2. Understand, interpret, explain, apply, and reach sound decisions in accordance with OCDE and state accounting rules, policies, and procedures.
3. Make calculations and tabulations and review fiscal and related documents and information accurately and rapidly.
4. Understand and carry out written and oral instructions.
5. Prepare clear and accurate financial records and reports.
6. Establish and maintain effective working relationships with OCDE and school district management, administrators, staff, vendors, and others encountered in the course of work.

7. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is an Associate's degree in bookkeeping or accounting or a closely related field; and at least four years of progressively responsible experience in performing financial or statistical recordkeeping; or an equivalent combination of training and experience. Experience in an educational institution or public agency is especially desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 20 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret complicated data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks with frequent interruptions; interact with OCDE and school district management, administrators, vendors, and others encountered in the course of work, some of whom are dissatisfied or abusive.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees work under typical office conditions and the noise level is usually quiet.