

# MONTEREY COUNTY OFFICE OF EDUCATION

## Accounting Technician

**Classification:** Classified  
**Salary Level:** 37  
**Work Year:** 12 Months

### **DEFINITION:**

This individual is responsible for providing complex accounting and financial support in reviewing, examining, and processing a variety accounting support tasks and financial documents for Monterey County Office of Education (MCOE) school districts in the Finance and Business Services Division.

### **SUPERVISOR:**

Senior Accountant and/or Director

### **POSITIONS SUPERVISED:**

None

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ESSENTIAL DUTIES:**

#### **Accounting and Bookkeeping Duties:**

- Prepare journal and adjusting entries
- Maintains general ledger accounts, including but not limited to, posting, balancing, and reconciling these accounts
- Process and monitor accounts receivable transactions including posting invoices, reconciling accounts receivable ledger, resolving uncollected amounts, and/or monitoring aging reports
- Perform month-end and year-end closing procedures
- Maintain and reconcile fixed asset schedules
- Process employee reimbursements and travel claims, including the examination of supporting documentation, reconciling receipt information, reviewing for policy compliance, posting data, and distribute warrants
- Release and distribute Accounts Payable warrants for MCOE school districts
- Process various accounting transactions accurately by using the appropriate accounting codes
- Assist with trainings provided to school districts

#### **Financial Reporting and Analysis Duties:**

- Assist with preparing financial statements and other financial reports
- Assist with developing and monitoring budget for special programs
- Analyze, review, reconcile, and/or distribute monthly financial and general ledger reports
- Collect, review, and analyze financial data as needed
- Interpret codes, rules, regulations, and/or instructions and reconciles with fiscal data of school districts

### **OTHER DUTIES:**

- Provide assistance, services and information to county office departments, school districts employees, or agencies regarding specific fiscal records
- Resolve accounting or financial discrepancies by conferring with school districts, MCOE Office Programs, or vendors
- Operate internal accounting information systems, computer hardware and software, including, but not limited to, spreadsheet, word processing, on-line general ledger and routine office programs
- Serve as a liaison between Federal and State agencies for school districts as assigned
- Perform highly responsible related duties as assigned
- Interact with County Auditor-Controller staff to resolve any discrepancy in the records
- Perform other job-related duties as assigned.
- Comply with Monterey County Office of Education Board Policies and Administrative Regulations.

### **SPECIFIC DUTIES FOR DEPARTMENT OF AUDITING AND ACCOUNTING:**

#### **Internal Audits and Examination Duties:**

- Assist in reviewing and examining financial statements and other financial reports of school districts in accordance with assigned functions such as identifying irregularities, inconsistency in applying accounting methods, and discrepancies in account balances
- Assist in evaluating the weakness in internal control in the financial operations at MCOE and school districts
- Assist in providing continuous monitoring and maintaining internal control over the financial operations
- Perform audit functions, including but not limited to, districts orders submitted for payments, documenting audit trails, and complying with audit standards and procedures

#### **Accounting and Bookkeeping Duties:**

- Assist in reconciling cash in County Treasury in MCOE records with the County Auditor's records
- Process electronic deposits for MCOE districts; issue stop payments electronically; process warrant cancellation requests from districts
- Process and resolve issues related to 1099 forms
- Process and post inter-fund transfers and fund transfers among various and numerous funds of MCOE and school districts accurately
- Prepare daily complex bank reconciliation

### **SPECIFIC DUTIES FOR DEPARTMENT OF DISTRICT ADVISORY SERVICES:**

#### **Accounting and Bookkeeping Duties:**

- Process vendor invoices including verifying and/or obtaining payment approval, matching purchase orders and receiving reports, and addressing exceptions
- Maintain accounts payables for small districts and charter schools, including but not limited to creating purchase orders, ensuring the availability of funds, compliance with budget, contacting vendors, performing 3-way matching, and preparing vouchers for payments.
- Process payroll for small districts and charter schools
- Process 1099 and all related documents for small districts and charter schools
- Assist with the Standardized Account Code Structure (SACS) software reports

- Assist with compiling historical reports
- Assist with revenue limit calculations
- Assist with school districts and/or charter school revenue verification

**PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office or district) and drive an automobile; physical strength to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Education equivalent to an Associate’s degree from an accredited college or university with coursework in accounting, budgeting, business administration or a related field and three (3) years of experience in public accounting, finance, or fiscal record-keeping or
- Education equivalent to a High School diploma and at least five (5) years of experience in general bookkeeping, accounting, and budgeting in school district or county office of education with college-level coursework in accounting or related field desirable

**Knowledge of:**

- Accounting principles (GAAP)
- Financial management practices and principles
- Accounting, auditing, budgeting, financial analysis and research techniques as they apply to schools county office of education and school district budgeting, purchasing, accounts payable, revenue, and accounts receivable processes and procedures applicable to areas of responsibility.

**Skill and Ability to:**

- Develop, prepare, audit, revise, and/or maintain a variety of accounting, budget, and financial reports, statements, transactions, and records in accordance with applicable laws, codes, statutes, rules, regulations and ordinances
- Interpret and apply pertinent laws, rules and regulations
- Maintain records and prepare reports and summaries
- Answer questions regarding financial and accounting procedures and related matters
- Monitor, audit, reconcile and balance a variety of financial data and transactions
- Perform highly responsible accounting, budget, auditing, and finance support activities
- Understand and apply internal fiscal controls in the performance of work assignments
- Plan, organize, and prioritize work assignments to meet timelines and facilitate workflow
- Identify problem areas or situations, evaluate problem causes, and take appropriate action to resolve identified problems

- Prepare, audit, compile, analyze, research and/or maintain account balances, highly responsible financial data, summaries, reports, and records
- Effectively represent the County Office in working with internal and external customers
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Act in a professional manner at all times.
- Independently perform assigned functions in an accurate, timely manner and exercise initiative in resolving problems related to these functions by referring to MCOE, school district, federal, state, and other local governmental policies and procedures and knowledge gained through experience.

**LICENSES AND CERTIFICATIONS:**

- Valid California driver license plus proof of car insurance.