

SUPERVISING ACCOUNTING TECHNICIAN

DEFINITION

Supervises and performs clerical accounting duties.

TYPICAL DUTIES

Supervises and participates in the work of a clerical staff performing one or more of the following functions: coding, posting, checking, verifying, calculating, tabulating, summarizing, or preparing schedules of documents; classifying expenditures; preparing journal vouchers and trial balances; reconciling accounts; closing and opening books of account; and preparing accounting documents, statements, and reports.

Is responsible for an activity of an accounting office, such as preparing and checking warrants; reviewing school expenditures for correct distribution by location; directing accounting activities of the Telephone Systems Unit; maintaining controls of expenditures for transportation services; maintaining cafeteria inventory and calculating unit costs; checking job account distributions; and editing payroll.

Sets up and maintains accounting books and subsidiary ledgers or ledger sheets within the framework of an established accounting system.

Maintains standards and time schedules for the performance of duties by subordinates.

May give verification of availability of funds for encumbrances and approval for expenditures.

May advise other offices regarding changes in appropriation accounts and procedures resulting from reorganizations and new programs.

May maintain files of records and documents.

May assist in selecting, training, and evaluating subordinate staff and in preparing time reports.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Supervising Accounting Technician regularly supervises and participates in the work of a staff performing clerical accounting duties and is responsible for an accounting activity.

An Accountant performs professional accounting duties requiring knowledge and analysis of a portion of the District accounting system.

An Accounting Technician II performs clerical accounting work involving posting, verifying, checking and/or calculating data; prepares statements, reports, and trial balances; checks accounting documents; classifies expenditures or receipts as to accounts; prepares disbursement vouchers; and may substitute for higher level accounting clerical personnel.

SUPERVISION

General supervision is received from an Accountant or higher-level employee in an accounting class. Supervision may be exercised over Accounting Technicians I or II and other clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Accounting principles and procedures
- Principles of supervision
- Methods of tabulation and layout of numerical data
- Uses of computers in accounting functions

Ability to:

- Organize and supervise the work of others
- Make arithmetical computations rapidly and accurately
- Compare numerical and printed data rapidly and accurately
- Operate a calculator and other office machines such as typewriter, computer terminal, and microfiche viewer and printer
- Communicate effectively in oral and written English

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, including or supplemented by two semester courses of bookkeeping or accounting.

Experience:

Three years of office experience, including two years of clerical accounting or budget preparation work. An Associate in Arts degree or equivalent in business education from a recognized college or school of business may be substituted for one year of the required experience.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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1/13/15
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