

ACCOUNTING TECHNICIAN I – TECHNOLOGY**DEFINITION**

Under direction, to perform a variety of technical duties related to the purchasing of technology supplies and equipment and to perform financial record keeping and accounting work required in the maintenance of fiscal records; and to do related work as required.

EXAMPLES OF DUTIES

Maintain financial records and accounting control records; make journal entries; close and balance accounts; make intra-fund transfers; review budgetary and other fiscal documents for accuracy, completeness and conformity to rules, regulations and laws; compile data for budget preparation; prepare reports and documents; prepare correspondence; may collect fees; may provide lead assistance and review work of personnel in one of the financial and/or record keeping functions; maintain and monitor program budgets and expenditures; maintain and process fiscal records and transactions; receive, review and process assigned purchase requisitions, checking for accuracy and completeness to ensure compliance with guidelines; interview potential vendors; conduct price comparisons with manufacturers and suppliers; analyze quotations and recommend award of orders; assist in maintaining warehouse stock, adding new items and deleting obsolete items; verbally solicit prices; secure quotations, and verify prices and delivery dates and follow up on late orders or defective deliveries; provide advice and assist the schools in selecting materials and equipment; arrange for outside demonstrations of equipment and supplies; implement and monitor maintenance and service agreements and licenses in assigned categories for supplies and equipment.

QUALIFICATIONS**Knowledge of**

Principles and practices of financial record keeping; basic principles of accounting; methods and terminology of financial record keeping; understanding of governmental accounting principles and procedures; supplies, materials and equipment in technology; basic purchasing terminology; correct English, grammar, spelling and punctuation; modern office methods, procedures, practices and office automation.

Ability to

Compile budget data; prepare documentation for various reporting systems; independently do a variety of technical fiscal record keeping; apply rules and regulations to specific cases; analyze data and draw conclusions; resolve routine purchasing problems; understand and carry out oral and written instructions; establish and maintain cooperative working relationships.

Experience

Three years of experience in keeping or reviewing accounting or fiscal records which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade, supplemented by courses in accounting or finance.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 28, 1978

Revised: June 7, 1990

Revised: February 10, 1998 effective March 1, 1998

Revised: December 10, 2002 effective January 1, 2003

Revised: February 8, 2005

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