

PERALTA COMMUNITY COLLEGE DISTRICT - September 17, 2008

CLASSIFIED JOB DESCRIPTION

**ACCOUNTING SERVICES TECHNICIAN
(SEIU Local 1021 Salary Range 43)
Job Code: 555**

CLASS PURPOSE

Under supervision, the Accounting Services Technician performs a variety of tasks to process and generate payments to vendors for the District's goods and services, and establishes, organizes, and maintains records of all accounting services transactions.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Receives and reconciles documents from the Warehouse with invoices and purchase orders submitted for payment to ensure that goods ordered have been satisfactorily received before payment is processed.
- Reviews and analyzes invoices for consistency with purchase order pricing and computation of amounts due.
- Coordinates with the Colleges and vendors to resolve inconsistencies in orders or invoice charges.
- Analyzes and matches invoices with original purchase orders, captures any refunds or adjustments indicated, and posts any credits and/or changes to the proper District accounts.
- Examines travel claims for completeness and accuracy of computations, and processes claims for payment.
- Annotates, approves and enters data for various transactions processed into the automated system for payment, organizes records, and updates and maintains the purchasing database as required.
- Records, verifies, updates and maintains the District's automated inventory system for capital equipment.
- Works with the Receiving Department, Business Officers and/or other appropriate District personnel to assure maintenance of an accurate inventory base.
- Assists with preparation of periodic recommendations to the Board of Trustees for disposal or deletion of items from the inventory of capital equipment.
- Prepares tax reports as required.
- Perforates and files accounts payable correspondence; assists with year-end closing as assigned; generates reports to support various accounting services functions as required.

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- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Three years of experience performing accounts payable duties, or an equivalent combination of training and experience, that could likely provide the required knowledge and ability.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Ability to perform a variety of tasks to process and generate payments to vendors for goods and services.
- Experience performing accounts payable transactions using PeopleSoft.
- Ability to accurately identify and resolve inconsistencies in orders or invoice charges.
- Knowledge of business office practices, clerical accounting procedures; arithmetic, filing and record-keeping methods; telephone etiquette; and the operation of PCs and office machines.
- Ability to process accounting transactions and reports with accuracy and timeliness.
- Ability to handle messages accurately and succinctly.
- Ability to understand and carry out oral and written directions.
- Ability to read and write at the level required for successful job performance.
- Ability to interact with outside vendors and employees with courtesy and tact.
- Possess excellent written and verbal communication skills.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color

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- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A