

**POSITION:** Accounting Technician  
**DEPARTMENT:** Internal Business Services  
**MONTHLY:** \$2,833 - \$3,616  
**DEADLINE:** September 21, 2010 by 4:00 p.m.

**APPLICATION PROCEDURE:**

Submit FCOE classified application, resume, formal letter of interest and three letters of recommendation (The three letters of recommendation must be dated within eighteen (18) months of the closing date of the position).

**FRESNO COUNTY OFFICE OF EDUCATION  
HUMAN RESOURCES  
1111 VAN NESS  
FRESNO, CA 93721-200**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of technical accounting duties in the review, analysis and adjustment of assigned County Office accounts; review, process and verify a variety of financial information; prepare, maintain and assure accuracy of various financial and statistical records and reports.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform a variety of technical accounting duties in the review, analysis and adjustment of assigned County Office accounts; transfer funds as appropriate; monitor funds for income and expenditures; review, adjust and assure accuracy of journal entries.

Review, process, code and verify a variety of financial information related to assigned accounts; audit accounts for errors and make appropriate adjustments; compare and evaluate financial records and identify discrepancies; participate in the resolution of financial discrepancies.

Research, compile, prepare and revise accounting data regarding assigned accounts; prepare and maintain a variety of auditable financial records, reports and files related to assigned accounts, income, expenditures, transfers, statements, balances and assigned activities.

Assemble, match, sort, tabulate, check and post a variety of financial and statistical data such as income and expenditures to appropriate accounts; review data for accuracy and completeness; reconcile financial statements with accounting records and reports.

Input a variety of financial data into an assigned computer system; maintain automated records and files; initiate queries, manipulate data and generate a variety of computerized records and reports as assigned; audit input and output data for accuracy and completeness.

Process accounts receivable as assigned; reconcile cash accounts; receive and verify incoming monies; prepare and process deposits; prepare and reconcile bank statements and other financial statements for assigned accounts; prepare and assure accuracy of receipts.

Process accounts payable according to established County Office procedures as assigned; maintain contact with vendors to clarify invoices; review invoices and match with purchase orders, checks and packing slips; assure vendors receive appropriate payments in a timely manner.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Communicate with County Office personnel, vendors and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Participate in a variety of other assigned activities such as ordering office supplies, conduct internal audits and initiating warrant transactions.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures and terminology used in technical accounting and auditing work; financial and statistical record-keeping techniques; preparation of comprehensive accounting reports; preparation, review and control of assigned accounts; general accounting, budget and business functions of a county office; data control procedures and data entry operations; policies and objectives of assigned programs and activities; interpersonal skills using tact, patience and courtesy; oral and written communication skills; modern office practices, procedures and equipment; operation of a computer and assigned software; arithmetic computations.

**ABILITY TO:**

Perform a variety of technical accounting duties in the review, analysis and adjustment of assigned County Office accounts; review, process and verify a variety of financial information; process accounts payable and accounts receivable as assigned; maintain accurate financial and statistical records; prepare and analyze comprehensive accounting reports; monitor and audit income and expenditures; assemble, organize and prepare data for records and reports; reconcile, balance and audit assigned accounts; compare numbers and detect errors efficiently; establish and maintain cooperative and effective working relationships with others; communicate effectively both orally and in writing; work independently with little direction; meet schedules and time lines; make arithmetic computations with speed and accuracy; operate standard office equipment including a computer and assigned software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, General Education Degree (GED) or State High School Proficiency certificate supplemented by college level course work in accounting or related field and three years experience in accounting, financial record-keeping or related field.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Sitting, standing or walking for extended periods of time. Dexterity of hands and fingers to operate a computer keyboard; handle and/or feel; reach with hands and arms; hearing and speaking to exchange information in person or on the telephone and to record minutes at meetings; seeing to read a variety of materials; bending at the waist, kneeling or crouching to file materials; climb or balance; understandable voice and speech patterns; must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*Please submit one application per position. Letter of intent or resume will not be acceptable in lieu of application. The three letters of recommendation must be dated within eighteen (18) months of the closing date of this position. Printed: September 7, 2010*