

## **PROGRAM ACCOUNT TECHNICIAN**

### **DEFINITION**

Under general supervision, performs a variety of routine technical accounting and administrative support duties in the preparation, maintenance, and processing of financial expenditures, reimbursements for assigned program, department, and/or division; balances and maintains accounting and financial records in coordination with the Fiscal Services Department.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned managerial personnel. Exercises no supervision of staff. May provide training to temporary employees and support staff, as assigned.

### **CLASS CHARACTERISTICS**

This is the journey-level class in the Program Account support class series. Incumbents perform the full range of routine administrative support and accounting technical duties for various College programs. Incumbents at this level are capable of performing varied technical and account support activities, including providing assistance to the students and staff regarding accounting support activities. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Program Account Specialist class in that the latter performs advanced journey-level technical accounting and fiscal support work and may perform work of a higher level of complexity and difficulty.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Performs a variety of routine technical accounting support duties, including balancing, maintaining, and reconciling accounts and financial information according to established policies and procedures.
2. Reviews and verifies reports, and a variety of financial transactions and documents, including requisitions, purchase orders, expense reports, reimbursements, travel reimbursements, and related paperwork; ensures accuracy of checks, data, forms, and reports.
3. Reviews a variety of expenditures, and account codes; ensures fund availability and verifies management approvals, or Board authorization.
4. Assists in the preparation of the program, department, division, and/or budget; prepares budget transfers and journal entries requests; assists with budget projections and responds to related inquiries; communicates with departments regarding budget transfers and balances for the program.
5. Reviews and verifies financial information or statistical documents related to the assigned function; researches and makes necessary account recommendations. Reviews correct account coding to ensure expenditures are in appropriate accounts.

- Prepares, reviews, and processes requisitions; maintains log of requisitions submitted and completed.
6. Reviews, verifies, and processes new hire paperwork; submits completed packets for management review and to Human Resources.
  7. May audit and process employee timesheets before submitting to Payroll.
  8. Coordinates communication, budgeting, and accounting activities with other departments and personnel, governmental agencies, private agencies, and vendors for the program.
  9. Assembles, tabulates, and reconciles financial and statistical data; and researches and resolves discrepancies.
  10. Maintains a wide variety of accounting and financial records, and reports; analyzes documents for payment; analyzes accounts.
  11. Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports; and closing functions for department/division.
  12. May assist in the preparation of yearly program plans and transmits data to appropriate funding sources as required by state and/or federal regulations.
  13. Analyzes and develops reports to assess the status of the assigned department or program budget, project expenditures; reconciles funding discrepancies.
  14. Processes information and develops reports using standard word processing and spreadsheet software, as well as, accounting, financial, and other related electronic information systems.
  15. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
  16. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
  17. Supports and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
  18. Participates on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees and mandated trainings as required.
  19. Prepares and delivers oral presentations related to assigned areas as required.
  20. Performs other related or preceding classification duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Terminology and practices of financial and account document processing and record keeping and general accounting practices and procedures.
3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
4. Principles and practices of data collection and report preparation.
5. Business arithmetic, statistical, and basic financial techniques.
6. Financial and statistical record-keeping principles and procedures.
7. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.

8. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
9. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

**Skills & Abilities to:**

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Perform detailed financial office support work accurately and in a timely manner.
5. Train and provide work direction and guidance to others as directed.
6. Respond to and effectively prioritize multiple phonecalls and other requests for service.
7. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
8. Compose correspondence and reports independently or from brief instructions.
9. Make accurate arithmetic, financial, and statistical computations.
10. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
11. Establish and maintain a variety of filing, record-keeping, and tracking systems.
12. Understand and follow oral and written instructions.
13. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
14. Communicate effectively through various modalities.
15. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

1. Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by college-level accounting or related courses from a regionally or nationally accredited college or university; and
2. Two (2) full time equivalent years of administrative, accounting, or general fiscal support experience, preferably within a higher education setting.

### **Pay Grade Eligibility:**

Bachelor's degree in business administration will qualify incumbents for an increased pay grade.

### **Desirable Qualifications:**

1. A bachelor's degree from a regionally or nationally accredited college or university in one of the above-mentioned fields is preferred.
2. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
3. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

### **Licenses and Certifications:**

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

### **PHYSICAL DEMANDS**

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; the ability to receive, review, and respond to communications in person, and over the telephone before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or public in interpreting and enforcing departmental policies and procedures.