

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: FISCAL ACCOUNTS PAYABLE AUDIT TECHNICIAN, DISTRICTS

RANGE: 20

BASIC FUNCTION:

Under the direction of the assigned supervisor perform a variety of technical activities involved in auditing school district accounts payable records including preparing spreadsheets and related reports, and processing of warrants, deposits and monthly apportionments.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical activities involved in auditing school district accounts payable records and reports; assure correct account coding and compliance with the California School Accounting Manual; audit reports for legally-acceptable expenditures as defined by the Education Code and school district policies; balance vendor warrants and distribute as appropriate; notify school districts of discrepancies or issues; hold and release payments according to established procedures.

Process Emergency AP/Payroll checks (as needed), Fringe Benefit checks (twice a month), and the printing of all 1099's for all districts (annually). Process emergency and hand-written vendor warrants; receive and process requests from districts; process warrants and prepares related paperwork.

Operate a computer and assigned software; operate standard office equipment; drive a vehicle to district sites as needed.

OTHER DUTIES:

Perform related duties as assigned including clerical support activities.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and techniques involved in the processing of district's accounts payable reports.

Applicable laws, codes, regulations, policies and procedures including government codes and regulations, SACs codes, and the California Schools Accounting Manual requirements.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software; strong Excel and analytical skills.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Mathematical computations.

Technical aspects of field of specialty.

ABILITY TO:

Perform a variety of technical activities involved in auditing school district accounts payable records and reports, preparing spreadsheets and related fiscal reports, and processing of warrants, deposits and monthly apportionments.

Understand and follow oral and written instructions.

Work independently with little direction.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Type or input data at an acceptable rate of speed.

Add, subtract, multiply and divide quickly and accurately.

Establish and maintain cooperative and effective working relationships with others.

Compare numbers and detect errors efficiently.

Meet schedules and time lines.

Determine appropriate course of action within clearly defined guidelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in accounting, finance or related field and four years accounting or financial record-keeping experience.

Experience in reviewing, auditing and reconciling Vendor bills/invoices submitted by Districts for payments.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and calculator.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.