

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

Processes vendor invoices including verifying and/or obtaining payment approval, matching purchase orders and receiving reports, and addressing exceptions

Processes and monitors account payable disbursements: recalculating invoices, reviewing account codes for accuracy, and verifying supporting documents and data

Matches checks to invoices, distributes checks, attaching warrant audit lists to payment documents

Process employee reimbursements, including the auditing of supporting documentation, reconciling receipt information, reviewing for policy compliance, posting data, and distributing checks

Performs internal audit functions including warrant audits, documenting audit trails, and complying with audit procedures

Advises and trains Office departments and staff including, but not limited to, accessing on-line accounts payable/receivable information, interpreting data, changing account codes, and entering internal/external accounts receivable invoices and purchase orders into on-line programs

Performs analysis of budget encumbrances and available fund information, ensuring availability of funds for payables and reporting problems to appropriate staff

Analyzes, reviews, reconciles, and/or distributes monthly financial and general ledger reports, ensuring proper recording, reconciling of internal and external vendor records, processing corrected journal vouchers, completing year end activities, and/or monitoring 1099 issues

Reviews month-end and interim financial reports, preparing, adjusting journal entries and reconciling balance sheet accounts to subsidiary ledgers

Maintains supporting work papers for general ledger for accrued expenses at year-end; records prepaid expenses and abatements of expenditures

Pays sales and use taxes

Monitors encumbrances and budget balances for proper classification of revenues and expenditures, recommending budgetary revisions as needed

Operates internal accounting information systems, microcomputer hardware and software, including, but not limited to, spreadsheet, word processing, on-line general ledger and routine office programs

Prepares, maintains, and/or revises customized reports and/or spreadsheets relating to vendor payments, general ledger transactions, purchase order status tracking, and accounts for utility, water, facilities, and leases

Performs year-end closing procedures, analyzing revenue and expenditures

## Accounting Technician/Accounting Technician, Sr. (ACS)

Prepares, ensures proper endorsement, and distributes checks; reconciles balance sheet accounts as assigned

Provides direction, work coordination, and training to other Accounting Technicians, assisting with more difficult and complex problems as needed

Performs general office/clerical support duties such as responding to telephone inquiries, filing, and preparing information summaries

Assists with purchase card expenditure processing, preparing, maintaining, and/or monitoring journal entries, transactions, and expenditures for departments and programs

Performs other related duties as assigned.

### EMPLOYMENT STANDARDS

#### Possession of:

A valid California Driver's License

A driving record which meets the County office of Education's Insurance requirements.

#### Knowledge of:

General principles and procedures accounting, auditing, budgeting, bookkeeping, and fiscal record keeping as related to accounts payable and receivable functions and assignments

Principles of internal fiscal controls and policies

Appropriate laws, codes, standards, and fiscal reporting requirements applicable related to accounts payable and receivable functions and assignments

Microcomputer operations, software, and hardware used in the performance of accounting, budget analysis, and fiscal reporting responsibilities

Modern Office methods, practices, procedures, and equipment

Proper English usage including, grammar, punctuation, spelling, and sentence structure.

#### Ability to:

Perform a variety of specialized, complex accounts payable and receivable fiscal assignments

Plan, organize, and prioritize work assignments to meet timelines and facilitate workflow

Analyze, interpret, and apply pertinent codes, laws, rules and regulations