

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
ACCOUNTING/PAYROLL TECHNICIAN

REPORTS TO: Manager or Director within the Business Services Department
SUPERVISES: No supervisory responsibilities

DEFINITION:

Provide fiscal support to assigned accounts and functions such as account payable, accounts receivable, payroll, and purchasing. Perform entry level to advanced internal and external accounting duties in the review, evaluation and adjustment of assigned County Office and district accounts. Prepare and maintain financial and statistical records and files.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent
2. One year clerical accounting experience.
3. Proven ability to read, interpret and apply sound judgement to a variety of documents, financial and statistical records.
4. Demonstrated experience in spreadsheet computer applications.
5. A valid California driver's license.
6. Ability to obtain Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code.

Desired:

1. AA degree in Accounting.
2. Experience in a school district, county office of education, or governmental agency.
3. CASBO, ACSA, or related school business certifications.

KNOWLEDGE AND ABILITY:

1. Knowledge of methods, procedures and terminology used in technical accounting work.
2. Knowledge of and/or ability to learn financial and statistical record-keeping techniques.
3. Knowledge of general accounting and business functions.
4. Knowledge of data control procedures and data entry operations.
5. Knowledge of modern office practices, procedures, and equipment.
6. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills in order to meet multiple deadlines.
7. Ability to compare numbers and detect errors efficiently.
8. Ability to establish and maintain positive and effective working relationships with diverse populations.
9. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
10. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
11. Ability to deal with problems or issues involving several concrete variables in standardized situations.
12. Ability to meet frequent reporting deadlines.
13. Ability to perform arithmetic calculations quickly and accurately.
14. Ability to learn and apply laws, codes, rules, regulations, policies and procedures.
15. Knowledge of and/or ability to maintain accurate financial and statistical records.
16. Knowledge of and/or ability to prepare and verify the accuracy of comprehensive accounting records, reports and statements.
17. Knowledge of and/or ability to reconcile, verify, balance, audit, and adjust accounts.
18. Knowledge of and/or ability to identify, investigate and resolve financial errors and discrepancies.
19. Knowledge of and/or ability to issue and distribute vendor and claim reimbursement payments as assigned.
20. Knowledge of and/or ability to monitor and audit income and expenditures.
21. Knowledge of and/or ability to learn applicable software, including spreadsheet and database systems.

ESSENTIAL FUNCTIONS:

1. Perform accounting duties in the review, verification and adjustment of county office, district, and other assigned accounts, such as accounts payable, accounts receivable, payroll, and purchasing. Audit accounts and various reports for errors and make appropriate adjustments.
2. Receive, review, prepare and distribute accounts payable and payroll benefit invoices, as assigned. Sort and file purchase orders and invoices. Research discrepancies related to invoicing and payments. Maintain contact with vendors to clarify invoices and resolve discrepancies.
3. Review, process and evaluate pay warrants and accounts receivable invoices. Issue and distribute accurate payments. Audit and distribute accounts payable and payroll batches for various school districts.
4. Issue and distribute payroll and vendor payments as assigned, duplicate, sort, file, and distribute payroll materials as necessary.
5. Process accounts receivable; collect, receive, code and verify incoming monies; prepare and process receipts. Check money totals against receipts and invoices to assure accuracy.
6. Compile, research and verify a variety of employee and payroll-related data and information; collect, process and review various payroll-related forms and paperwork for accuracy and completeness, assist in ensuring compliance with established regulations.
7. Audit timesheets and preliminary payroll reports to verify hours, rate of pay, and budget account codes for monthly and supplemental payrolls.
8. Resolve issues or inquiries with SLOCOE administrators, personnel and outside organizations, including school districts, local, state, and federal education and tax agencies. Serve as a liaison between SLOCOE and designated agencies concerning accounting inquiries or discrepancies.
9. Maintain, audit and reconcile assigned accounts. Research, prepare, audit and post a variety of financial and statistical data such as income and expenditures. Review, adjust and ensure accuracy of journal entries. Balance and adjust accounts. Prepare and process year end rollovers in assigned databases.
10. Input financial and statistical data into the appropriate computer system. Maintain automated records and files. Initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements. Ensure the accuracy of input and output data.
11. Provide and/or research, compile, prepare, and revise financial data related to county office, district, and state assigned accounts and activities. Prepare and maintain auditable financial records, reports and files related to accounts, income, expenditures, transfers, purchase orders, invoices, and assigned activities.
12. Provide and/or research payroll and benefits data. Under supervision, prepare and maintain a variety of financial and statistical records, statements and reports related to payroll, benefits, employees, vendors, income, payments and assigned activities.
13. Assist and/or calculate, track, and report taxable earnings and expenditures to appropriate tax boards as required by California law.
14. Assist with County Office purchasing functions as required. Monitor inventory levels of designated supplies. Order appropriate amounts of supplies. Process, file and distribute related purchasing forms.
15. Perform other duties as required within the scope and skill level of the job classification.

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a variety of computer equipment.
2. Vision to read text and numbers on a computer monitor and a variety of visual materials.
3. Hearing and speaking to exchange information.
4. Sitting or standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Physical agility to lift 15 pounds to shoulder height.
7. Lifting, carrying, pushing or pulling light objects.

Grade Allocation: 28
Adopted: 8/22/07
Revised: 1/25/17; 1/30/19; 7/27/22, 6/2/2023