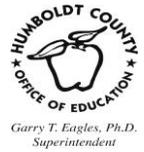


HUMBOLDT COUNTY OFFICE OF EDUCATION  
Intermediate Account Technician



Job Summary

Under direction provides a wide variety of data processing support services, accounting and clerical office duties. Performs moderately complex and responsible record keeping, reporting and accounting in assisting with the processing/monitoring/controlling of county office or school districts' funds and financial transactions. This job class performs a variety of routine but responsible bookkeeping/account processing activities in the support of major accounting functions or the monitoring of budgets. Judgment and problem solving skills are limited to areas of specific training and routine questions.

Examples of Duties

Posts data to various records; checks and balances accounts; tabulates and proofreads statistical or financial data; indexes and files bills, vouchers, documents and other papers; makes arithmetical calculations and checks various statistical or accounting tables and reports; keeps subsidiary ledgers; assists in preparing accounting, financial, or statistical reports and schedules of claims; prepares order for warrants to pay bills; checks purchase orders against each bill and auditing extensions and totals before paying; processes authorizations for travel, reimbursements for travel expenses, mileage, contracts statements of service rendered and returns necessary documentation; assists in or posts to manual or machine generated records, journals and ledgers; operates data processing bursting and decollating equipment as needed; assists in coordination and interpretation of computer reports; verifies that computer entries and outputs are correct and complete; assists in the preparation and checking of payrolls, cards, and invoices; prepares lists of warrants; operates a variety of office equipment; receives complaints and inquiries from various sources and initiates action to answer/remedy the problem; updates department operational procedure manuals and performs other work as assigned.

Employment Standards

Education and Experience

Graduation from high school or comparable demonstration of basic competence and two years of general fiscal clerical experience; training in financial accounting, bookkeeping, statistical or payroll record keeping, and computer operation.

Knowledge of:

- Methods, practices and terminology used in financial and statistical clerical work;
- Office practices and procedures;
- Computer terminology, computer generated reports and input document process.

Ability to:

- Input, manipulate, and retrieve data on microcomputer equipment accurately and efficiently;
- Post and make arithmetical computations rapidly and accurately;
- Operate various office machines;
- Compare names and numbers rapidly and accurately;
- Read and comprehend fine print such as contracts, spreadsheets and texts;
- Work effectively with constant interruptions;
- Follow written and oral instructions;
- Adapt to changing work demands;
- Work under varying degrees of stress;
- Establish and maintain effective working relationships with a variety of individuals and groups;
- Communicate effectively via telephone, computer modem and in person;
- Lift/move materials weighing up to 50 pounds.

Range 34

Personnel Commission Approved: 03/12/91

Reviewed & Updated: 11/08/94

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