



Garry T. Eagles, Ph.D.
Superintendent

Humboldt County Office of Education PRINCIPAL ACCOUNT TECHNICIAN II - ACCOUNTING

Job Summary

Under the general supervision of the Accounting Operations Manager, to perform a variety of complex and responsible accounting duties involved in auditing, analyzing, and reconciling general ledger, apportionment and cash accounts, assist in the preparation of financial statements, prepare, maintain and audit complex financial records and reports, provide technical support and training to school district fiscal support staff; and to do related work as assigned and/or required.

Examples of Duties

Assumes the lead responsibility for a complex accounting unit; gathers, audits, posts, reconciles and proofreads accounting, statistical, or financial reports and data; performs auditing functions over school district and department accounting information; maintains and develops files and procedures, audits documents, records, worksheets and reports; reviews transactions for compliance with state accounting rules, as well as legal requirements; reconciles county cash accounts; performs year-end closing functions; prepares complex monthly, quarterly, semi-annual and annual reports; assigns, trains or leads other personnel; provides guidance, training and technical support to school district fiscal support staff; provides information to, and seeks information from, other county office employees, school district personnel, auditors, state, federal and county representatives, vendors, and the public; utilizes a variety of technologies and may be required to develop customized spreadsheets using proprietary or public domain accounting software; assists in design, maintenance and implementation of accounting software for the purpose of meeting user needs; assists in coordinating the work of the unit in the absence of the Accounting and Operations Manager.

Education Standards

Education and Experience

Generally, two years of post secondary education including course work in accounting procedures and/or practices and not less than five years of experience in fiscal record preparation and maintenance, including two years of advanced-level accounting and record keeping and some supervisory or training experience. Consideration will be given to those with additional school district finance experience as a substitute for the higher education coursework

Knowledge of:

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- ❑ Generally accepted accounting principles and practices, including fund accounting;
- ❑ Preparation of financial statements and comprehensive accounting reports;
- ❑ Laws and regulations pertaining to specific duties;
- ❑ The methods, practices and terminology used in manual, semi-automated, and automated fiscal record keeping or bookkeeping;
- ❑ Accounting software and various technologies;
- ❑ Proper supervision and/or training techniques;
- ❑ Office practices, methods and procedures.

Ability to:

- ❑ Prepare, process and verify one's own and others' alpha and numeric information rapidly and accurately at an acceptable standard of efficiency and to meet assigned timelines;
- ❑ Analyze information and statistics and prepare reports, specifications, and correspondence;
- ❑ Make recommendations regarding improved department policies and procedures, including training programs and technologies;
- ❑ Audit the record keeping work prepared by other school personnel;
- ❑ Follow written and oral instructions;
- ❑ Work independently with little direction;
- ❑ Prepare, organize and maintain records and files;
- ❑ Present complex technical information to individuals, small and large groups effectively and with desired learning results;
- ❑ Professionally represent the office to other schools, businesses and agencies as necessary;
- ❑ Adjust to changing work demands, including, but not limited to: changes in procedures, technologies and fluctuations in work flow.
- ❑ Communicate effectively orally and in writing and one-on-one in large group settings;
- ❑ Establish and maintain effective working relationships;
- ❑ Lead the work of assigned department personnel;
- ❑ Read well enough to read fine print;
- ❑ Communicate effectively via telephone, in person and virtually;
- ❑ Have enough strength to periodically handle bulky and heavy files.

Note: The Principal Account Technician II position may require that individuals travel to/from a primary worksite to select field locations. Therefore, a valid California Driver's License or other acceptable arrangement for independent travel would be required. Please contact the Personnel Department or the Department Supervisor for details.

Range 45

Personnel Commission Approved: October 12, 2010

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