



Chris N. Hartley, Ed.D.
Superintendent

Humboldt County Office of Education

PRINCIPAL ACCOUNT TECHNICIAN- SYSTEMS SUPPORT

Job Summary

Under general supervision of the department supervisor and in coordination with the Information Technology Department, to take a lead role in providing support for financial and reporting software applications, including training, technical support to school fiscal support staff, and documentation of system processes. Additional duties includes performing complex clerical and technical accounting work involved in developing, maintaining and auditing financial and statistical records; and to do related work as required.

Examples of Duties

Assumes lead responsibility in monitoring and tracking financial system software; reviews, defines and communicates system issues; consults with software providers for program support; functions as software liaison for user support; collaborates with others in reviewing software needs or design; provides user training for various software applications; assists the Director of Information Technology in gathering data and report preparation; gathers, checks, posts, extends, balances, tabulates and proofreads accounting, statistical, or financial reports and data; performs auditing functions over other department accounting information; maintains and develops files, audits and sorts documents, records, worksheets, and reports; makes arithmetical computations and reviews transactions for arithmetic correctness and compliance with legal requirements; prepares complex monthly, quarterly, semiannual and annual reports; assigns, trains or leads other personnel; provides information to and seeks information from other county office employees, school district personnel, 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;

Education Standards

Education and Experience

Graduation from high school or comparable demonstration of basic competence and five years of experience working with a financial system in fiscal record preparation, development and maintenance, including two years of advanced-level accounting and record keeping or a combination of college-level education and experience; supervisory or training experience highly desired.

Knowledge of:

- ❑ Financial procedures, practices and theories;
- ❑ Laws and regulations pertaining to specific duties;
- ❑ Complex computerized information systems and applications;
- ❑ Problem research techniques;
- ❑ Office practices, methods and procedures.

Ability to:

- ❑ Prepare, process and verify one's own 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;
- ❑ Identify improvements for business processes and supporting systems;
- ❑ Analyze complex technical data and draw valid conclusions;
- ❑ Use computer equipment, peripherals and software applications;
- ❑ 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;
- ❑ Communicate effectively orally and in writing;
- ❑ Establish and maintain effective working relationships;
- ❑ Lead the work of assigned department personnel;
- ❑ Read well enough to read fine print;
- ❑ Organize and prioritize work;
- ❑ Have enough strength to periodically handle bulky and heavy files.

Note: This position may require 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.

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Personnel Commission Approved 4/11/2017