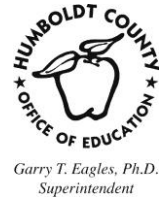


**Humboldt County Office of Education
PRINCIPAL ACCOUNT TECHNICIAN I - DIVISION**



*Garry T. Eagles, Ph.D.
Superintendent*

Job Summary

Under general supervision of the department supervisor, to take the role in performing a variety of 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 for an assigned specialized function or a complex accounting unit; 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, personnel, state, federal and county representatives, vendors, and the public; utilizes a variety of standard office equipment including PC and mainframe computers 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 in fiscal record preparation and maintenance, including two years of advanced-level accounting and record keeping; supervisory or training experience highly desired.

Knowledge of:

- Accounting principles and practices;
- Laws and regulations pertaining to specific duties;
- The methods, practices and terminology used in manual, semi-automated, and automated fiscal record keeping or bookkeeping;
- Microcomputer-based accounting software;
- Proper supervision and/or training 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;
- ❑ Make recommendations regarding improved department policies and procedures;
- ❑ Operate varied office equipment, including microcomputers;
- ❑ 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;
- ❑ Communicate effectively via telephone, computer modem and in person;
- ❑ Have enough strength to periodically handle bulky and heavy files.

Note: The Principal Account Technician I - Division positions 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.

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Personnel Commission Approved 7/1/2014

G:Job Desc/Principal Acct Tech I- Division 2014