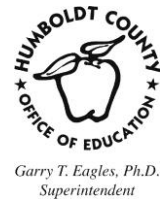


**Humboldt County Office of Education  
PRINCIPAL ACCOUNT TECHNICIAN**



**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, school district 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: One or more of the Principle Account Technician positions requires 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 4/10/01

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