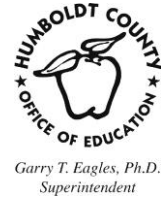


HUMBOLDT COUNTY OFFICE OF EDUCATION  
SENIOR DIVISION ACCOUNT TECHNICIAN



**Job Summary**

Under general supervision of the Assistant Superintendent for Student Programs, to lead and/or to perform a variety of complex technical accounting work involved in developing and monitoring a variety of financial and statistical records, with particular emphasis on the special education related programs and services conducted under the auspices of the Humboldt-Del Norte Special Education Local Plan Area (SELPA) and provided on behalf of local school districts and the county office of education; and to do related work as required.

**Examples of Duties**

Carries responsibility for the development, monitoring, adjusting and closing of numerous division program budgets; develops and maintains accurate formula-driven worksheets to efficiently fulfill the reporting needs of various state and federal resources; calculates the annual allocation of staff days to local districts in school health, psychology and other pupil service areas; develops, monitors and finalizes financial reports for the SELPA Policy Council and serves as the fiscal agent for the SELPA; gathers, checks, posts, extends, balances and tabulates data to determine program reimbursement levels for all SELPA members and coordinates this activity with appropriate Business Services Division personnel; reviews, coordinates and periodically audits financial data and/or transactions prepared by other Student Programs and Services Division support staff; prepares monthly, quarterly, semiannual and annual reports as required; maintains files in accordance with state and/or federal auditing requirements; reviews and corrects pertinent source documents, records, worksheets, and reports to insure accuracy and compliance with legal requirements; may assign, train or lead 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; effectively utilizes a wide range of current office technologies and maintains competency to assure integration of emerging technologies; performs related work as assigned.

**Education Standards**

**Education and Experience**

Graduation from high school or comparable demonstration of basic competence and a minimum of four years of experience in keeping or working with fiscal records, including not less than one year of performing increasingly responsible accounting and record keeping.

**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;
- Office practices, methods and procedures;
- Computer data base accounting systems and electronic spreadsheet applications;
- Effective training techniques.

**Ability to:**

- Prepare, process and verify 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;
- Operate varied office equipment with ease and efficiency;
- Follow written and oral instructions;
- Work with little direct supervision and maintain high productivity;
- Develop recommendations for improved division operations;
- Prepare, organize and maintain comprehensive records and files;
- Present complex and/or technical information to individuals, small and large groups effectively;
- Communicate effectively orally and in writing;
- Establish and maintain effective working relationships with those contacted in the performance of duties;
- Lead the work of assigned department personnel;
- Read well enough to read fine print;
- Communicate effectively via telephone, computer modem and in person;
- Physically manipulate bulky and heavy files as may be required.

Range 40

Personnel Commission Approved 09-12-06

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