

**SACRAMENTO REGIONAL TRANSIT DISTRICT  
JOB DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	Accounting Technician	<b>PAY FAMILY:</b>	ATU, Local 256
<b>DATE REVISED:</b>	09/97	<b>GRADE:</b>	Per CBA
<b>SUPERVISES:</b>	None	<b>OVERTIME STATUS:</b>	Non-exempt

**JOB SUMMARY**

Under general supervision, employees in this position perform complex technical work involved in the maintenance of financial records and preparation of detailed reports and statements.

**ESSENTIAL FUNCTIONS**

Duties may include but are not limited to the following: establish and maintain automated and hard copy files, ledgers, registers, and journals to document details of financial transactions. Allocate and record expenditures to specific account classification. Analyze and interpret contracts for compliance with invoice processing. Perform complex reconciliations. Compile and prepare accounting statements, reports, check requests, and bank deposits. Calculate expenditures and unencumbered funds for individual accounts. Prepare statistical/financial data for special reports and conduct accounting studies. Respond to verbal and written inquiries regarding accounts. Prepare statistical summary reports and projections for budget. Assist with the compilation of cost estimates.

**OTHER JOB FUNCTIONS**

Investigate and report fiscal information for financial studies. Interpret contract requirements applicable to accounting regulations. Distribute bills, reports, and other accounting related documents. Operate standard office machines and equipment, such as 10-key, computer, printer, copier, fax, etc. Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

High School Graduate and equivalent. Three years of District accounting and financial record keeping work experience;

or

five years professional bookkeeping, accounting, or financial work experience;

or

Associate of Arts or Science degree from an accredited college in accounting, math, or finance and two years accounting related work experience.

and

Knowledge of:

- General accounting and bookkeeping principles and procedures.
- Financial record keeping methods and practices.
- Intermediate mathematics, including interest, discount, percentage, variable, and formula calculations.
- Applicable laws and procedures.
- Basic computer operations, software, and data processing applications.

and

Ability to:

- Use a 10-key with speed and accuracy.
- Enter and retrieve data from automated systems.
- Analyze accounting system data.
- Prepare specific statistical/financial documents.
- Communicate verbally with the public, private business, and District personnel, in English and in a professional manner.
- Interpret and apply applicable laws and procedures.
- Use good judgement in making difficult and complex decisions.
- Compose written materials independently.
- Read English at a level necessary to process accounting/financial transactions.
- Proofread numerical data to insure accuracy of accounts.
- Understand and follow complex oral and written instructions.
- Work independently and carry out assignments in the absence of specific instructions.