



Accounting Technician

Class Code:
4850

Bargaining Unit: Service Employees International Union

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Feb 28, 2009
Revision Date: Feb 24, 2009

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under direction, to perform technical level accounting and revenue processing work at a trial court site; and to perform other related duties as assigned.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Prepares a variety of detailed accounting and statistical reports such as required reports for State and County Auditor, bond reports, collection reports and trust reports; provides accounting and statistical reports for budget purposes.
2. Prepares the daily cash summary of cash receipts; verifies monies received by counter clerks against staff's deposit transmittals; makes adjustments for shortage/overage; prepares bank deposit.
3. Apportions fine payments according to violation codes; prepares disbursements.
4. Maintains bank account; verifies bank charges and makes appropriate adjustments; verifies deposits made to Treasurer.
5. Tracks status of bail bonds; notices appropriate parties of bail forfeitures and summary judgments.
6. Processes monies received through collection service; notifies collection service of discrepancies between collection service balance and Court's system.

7. Processes, tracks and reconciles trust funds; processes refund and returned checks; adjusts accounts/cases accordingly.
8. Enters data for refunds and returned checks into CASP system; resolves refund, apportionment and receipting problems.
9. Assists with office and document processing activities as needed.
10. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Completion of college level courses in accounting.

And

Experience:

The equivalent to three years of increasingly responsible clerical accounting experience. Additional responsible accounting experience may substitute for education.

KNOWLEDGE AND ABILITIES:

Knowledge of accounting procedures and practices; court accounting procedures; laws and regulations affecting Court accounting operations; CASP system; and word processing, spreadsheet and database software.

Ability to reconcile accounts and funds; interpret and apply accounting procedures; analyze and resolve accounting record keeping problems; establish and maintain working relationships with Court and County staff, government agencies, and public; prepare written presentations; and operate personal computers.

CLASSIFICATION HISTORY:

Date established: 3/00