

Job Summary:

The job of Apportionment Accounting Technician is done for the purpose/s of planning, organizing and participating in responsible and technical fiscal records management; retirement processing and reporting; performance of complex account balancing and reconciliation procedures; allocation and recording of state apportionments; monitoring of financial and retirement system data and performance of other related work as assigned.

Essential Functions:

- ▶ Compiles/prepares information, documents, reports and warrants for the purpose of record keeping, providing information to school districts, TCOE staff and control agencies, issuing payments, insuring completeness and accuracy of information, propriety of transaction account coding, and documentation and reporting of all interest allocations to school districts in the county.
- ▶ Coordinates the work efforts of fellow staff members and district employees for the purpose of gathering financial and retirement data from multiple sources needed to properly complete STRS retirement reporting requirements, properly code state apportionments, and post financial transactions.
- ▶ Inputs/posts retirement corrections, payroll transactions, calculated state block grant apportionments and local interest allocations for the purpose of generating payments; retirement corrections; payroll corrections; accounting entries; state, federal and local income allocations; and the posting of reoccurring assigned JPA and Charter School transfers.
- ▶ Maintains retirement, state apportionment and financial historical documents for the purpose of keeping this information secure and having historical information available when needed.
- ▶ Meets/confers with staff members, supervisor, district personnel and retirement system representatives for the purpose of providing and receiving funding apportionment and retirement information and training.
- ▶ Monitors/reconciles retirement reports to financial system accounts, bank accounts, Treasury Funds, Clearing Funds, payroll withholding funds and cash reconciliations for districts off the TCOE financial system for the purpose of ensuring the propriety and completeness of processed transactions, and alerting the supervisor of off-system districts' untimely performance of cash balancing procedures.
- ▶ Plans work assignments, meetings, reporting schedules, system development needs, data collection and training presentations for the purpose of meeting statutory retirement reporting and deposit deadlines, district notices, providing information to districts, effecting changes in the financial system to meet changing needs, posting financial transactions and training financial system users on specific assigned processes.
- ▶ Provides training, STRS technical assistance and information, and state remittance and apportionment documents for the purpose of making other staff and district employees aware of pertinent retirement information and regulations, available resources and procedural requirements, and assisting apportionment recipients in identifying, properly tracking and accounting for state funding allocations.
- ▶ Reviews/analyzes district retirement data, reporting requirements, system generated retirement reports, state apportionment directives and related financial information and transactions for the purpose of understanding, correcting and processing of STRS retirement and apportionment transactions and assisting district and fellow employees in understanding financial transactions and technical reporting requirements.
- ▶ Schedules work efforts and completion deadlines, technical research, networking and requests for assistance for the purpose of completing assigned work in a timely manner, and meeting information needs of other staff, district employees and control agencies.
- ▶ Trains External Business Services and school district staff for the purpose of teaching new department and school district staff how to properly use payroll payment, STRS reporting, vendor payment and purchase order processes, and making appropriate business staff aware of and teaching them how to properly report STRS retirement earnings when impacted by regulatory change.
- ▶ Verifies deposits, cash transfers, STRS retirement report codes, amounts and financial transactions of the county office of education and school districts within the county for the purpose of identifying errors, issuance of accurate financial information, accurate employee STRS retirement reporting, and verification of financial transaction propriety.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - operate office equipment including a PC, 10-key calculator, copier, telephone, scanner, fax machine, projector, microfiche and microfilm reader;
 - be courteous, timely, tactful and patient with co-workers and the public;
- ▶ **Knowledge of:**
 - cash accounting methods, practices and procedures (knowledge of CA school district accounting preferred);
 - computerized systems used in financial accounting and report generation;
 - payroll and retirement practices and reporting requirements;
 - records management procedures;
 - basic financial document types and their purpose;
- ▶ **Ability to:**
 - work cooperatively with others;
 - write legibly;
 - organize and document the allocation of multiple ongoing funding sources to multiple recipients;
 - read, understand, apply and communicate technical requirements of the State Teachers' Retirement System;
 - understand and organize financial information;
 - use word processing and spreadsheet software (Microsoft products preferred)
 - understand and complete oral and written directions.

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ▶ Job-related experience is desired.

Education Required:

- ▶ Targeted job-related education that meets organization's prerequisite requirements.
- ▶ Accounting and computer software application courses desirable.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Non Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.