

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Bond Program Senior Accounting Technician

**Unit:** Office Technical

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**Job Code:** J1012  
**Original Date:** 06/2025  
**Last Revision:** 06/2025  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 23

### **DEFINITION**

Under the direction of an assigned supervisor or manager, plan, develop, monitor, and maintain accounting control over an established accounting or budgetary function related to the bond program; operate in a lead capacity over other accounting clerical personnel within the bond program.

### **DISTINGUISHING CHARACTERISTICS**

The Bond Program Senior Accounting Technician class performs the same duties as the Bond Program Accounting Technician but also serves as a permanent lead over contract employees on an ongoing basis. Incumbents in the Bond Program Senior Accounting Technician class direct an accounting and/or budgetary function related to the bond program.

This position is distinct from related functions in routine district and college operations due to the specific knowledge required to perform the essential job duties in the implementation of a general obligation bond program under the laws, regulations, and statutes of the state of California and best practices in the management and implementation of capital projects.

### **EXAMPLE OF DUTIES**

1. Direct an accounting and/or budgetary function and act as lead over accounting clerical personnel related in support of bond initiatives.
2. Prepare various budgetary or accounting reports for submission to superiors; accumulate data and prepare narrative explanations; identify areas of concern for action of supervisors; maintain complete set of books for operating units applicable to bond needs.
3. Review periodic bond program-related budget reports to compare actuals against forecasts; provide explanations of variances as necessary; monitor costs and provide frequent reports to management regarding funds expended and available.
4. Review records, accounts, ledgers, financial reports related to bond initiatives; recommend action.
5. Calculate income and expenditure projections in support of bond initiatives.
6. Develop and implement accounting procedures related to bond initiatives; communicate changes as necessary to operating units.
7. Assist in budget development in support of bond initiatives; interface with others to communicate budget needs.
8. Review bond program-related requisitions, invoices, transfers, and related documents and approve for payment, expenditure, or processing.
9. Perform related duties as assigned.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge:**

- District organization, operations, policies, and objectives.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communications skills.
- Practices of financial and statistical record-keeping, including accounting and bookkeeping systems.
- Procedures, policies, rules, and practices affecting the development, maintenance, and control of the budgeting and accounting system.
- Record-keeping techniques.
- Technical aspects of field of specialty.

### **Skills and Abilities:**

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Maintain records and prepare reports.
- Make arithmetical calculations with speed and accuracy.
- Meet schedules and time lines.
- Operate standard office machines and equipment, including computers and calculators.
- Perform a wide variety of paraprofessional accounting work.
- Plan and organize work.
- Prepare clear and accurate financial statements and reports and analyze accounting data.
- Train and provide work direction to assigned personnel.
- Understand and follow oral and written directions.
- Use computer applications, including spreadsheets, databases, and other relevant kinds.
- Work confidentially with discretion.
- Work independently with little direction.

### **Training and Experience:**

Any combination of training and experience equivalent to: graduation from high school and two years of advanced training in accounting or related field and four years progressively responsible experience in finance or accounting, or one year experience at the level of an Accounting Technician.

### **License:**

Valid California driver's license may be required for some positions.

## **WORKING CONDITIONS**

### **Physical Requirements:**

Category III

### **Environment:**

Favorable, usually involves an office.