



ACCOUNTING TECHNICIAN

Classification: Accounting/Purchasing/Payroll Technician

Location: District Office

Reports to: Accounting Director
Facilities and Planning Director

FLSA Status: Non-Exempt

Employee Group: EAEOP

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

Responsible for performing a variety of technical accounting duties to include processing, evaluating and recording various transactions; maintaining, balancing, reconciling and adjusting accounts; preparing and maintaining a variety of financial and statistical record, reports and files; and performing a variety of accounting and financial management support functions.

Part II: Supervision and Controls over the Work

Works under the general supervision of a senior accountant or the administrator responsible for accounting and/or financial services. Work is controlled by school district, state, and federal accounting requirements and generally accepted accounting procedures. Employee is expected to administer and process routine transactions with a very high level of accuracy and reliability and with limited need for assistance from the administrator. The administrator is otherwise available for unusual or difficult matters or in situations for which there is no district precedent.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Performs a variety of technical accounting duties in support of accounts payable, accounts receivable, and various other accounts and functions; process and verify various financial forms, documents and transactions.
2. Processes requisitions and prepares, types, codes, prints and distributes purchase orders for various goods and services; reviews and inspects orders to assure accuracy, completeness and proper cost calculations, authorization and vendor information.
3. Receives, reviews and processes invoices; verifies invoices and matches with purchase orders and other documents; prepares invoices for payment; audits, matches and compares invoices with purchase orders, receivers and other documents; generates, issues and distributes payments.

4. Processes accounts receivable; collects, receives, verifies, balances and processes incoming cash, monies, deposits and receipts; issues and prepares receipts; counts and records monies into proper accounts; prepares and makes bank deposits.
5. Processes requests for warrants, warrant replacements and warrant cancellations.
6. Prepares and enters bank deposits and supporting information. Maintains and reconciles bank accounts.
7. Calculates, assembles, matches, codes, sorts, tabulates, reviews, verifies and posts a variety of financial and statistical data; monitors and updates funds, accounts and related journals and ledgers with income, expenditures and other transactions.
8. Maintains, verifies and audits assigned accounts; reviews, adjusts and assures accuracy of ledgers and journal entries; balances, adjusts and reconciles accounts; monitors fund balances of assigned programs; audits accounts for errors and make appropriate adjustments.
9. Researches, compiles, prepares and revises accounting data; prepares and maintains a variety of financial and statistical records, reports and files related to funds, accounts, revenue, and fees.
10. Inputs and updates a variety of financial and statistical data in the district accounting and financial management system; establishes and maintains various automated records and files; initiates queries, develops spreadsheets and generates a variety of computerized reports and statements; assures accuracy of input and output data.
11. Researches, compiles, prepares and revises accounting data and documents; compares and reconciles various fiscal statements, records, reports, monies, receipts and documents to assure accurate accounting; reviews data for accuracy and completeness; identifies and resolves errors and discrepancies.
12. Communicates with personnel, faculty, administrators, and various outside agencies to exchange information and resolve issues or concerns.
13. Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

2. Associate's degree or equivalent in business, accounting, or related functions. At the district's discretion, experience beyond the two-year requirements may be substituted on a year-for-year basis for all or part of the education requirement.
3. Two years of substantive and progressively responsible accounting technician experience.
4. Able to work in an environment with frequent interruptions and changing tasks and priorities.
5. Ability to communicate effectively and concisely in verbal and written form.
6. Able to follow written and verbal direction, maintain a high level of confidentiality, and take the initiative when necessary. Ability to effectively communicate on complex issues with a high level of effectiveness.
7. Strong analytical and mathematical skills and high attention to detail.
8. Able to organize work and set priorities for accomplishing work in a timely and effective manner.
9. Able to work collaboratively and effectively with other staff, employees, and supervisors.
10. Skill in the use office and computer equipment and use standard office software and automated payroll and accounting systems.

Part V: Desired Qualifications

1. Experience in a public school setting accounting systems.
2. Experience with financial management technology systems currently in use by the district.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear and speak. Employee is required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.