

ACCOUNTING TECHNICIAN

JOB SUMMARY

The Accounting Technician performs a variety of technical accounting duties such as processing, recording and auditing various accounts payable and receivable transactions and preparing, reconciling and maintaining a variety of financial and statistical records, reports and statements. The Accounting Technician follows district, state and federal regulations pertaining to fiscal and accounting requirements.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Accounting Technician may perform any combination of the following:

- Processes a variety of fiscal transactions (e.g., warrants, deposits, accounts receivables, refunds, fees, purchase orders, requisitions, invoices).
- Reconciles cash and/or account balances (e.g., bank statements, expenditures to budget, various funds).
- Maintains a variety of fiscal information, files and records (e.g., invoices, requisitions, accounts payable, purchase orders, applications).
- Monitors fund balances and day-to-day expenditures to ensure allocations are accurate, related revenues are generated, expenses are within budget and fiscal practices are followed.
- Enters financial data into accounting system, initiates queries, develops spreadsheets, prepares reports (e.g., monthly Board reports) and statements, and maintains automated records and files.
- Compares and reconciles various fiscal statements, records and reports to assure accurate fund accounting.
- Reviews and audits data, payments, travel requests, reimbursements, records and reports for accuracy and completeness.
- Identifies, researches and resolves errors and discrepancies.
- Evaluates financial information and reporting requirements to design and implement appropriate accounting and reporting systems from the creation of a Chart of Accounts forward through periodic and annual financial reporting.
- Analyzes data of a statistical and/or financial nature (e.g., projections, financial statistics) and prepares recommendations and/or reports for administrative review and action.
- Assist in the preparation, administration, and auditing of categorical accounts.
- Interprets and implements district, state and federal regulations pertaining to fiscal and accounting requirements.
- Provides information and explains accounting policies and procedures to District personnel, agencies, and vendors.
- Provides support to the Accounting Assistant-ASB school employees.
- Administers revolving cash accounts.
- Perform budget and journal entries.
- Oversees various work activities as assigned (e.g., purchasing, reporting requirements).
- Performs other job-related duties as assigned.

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JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles, practices and procedures involved in accounting transactions.
- Preparation of financial statements and comprehensive accounting reports
- Preparation, review and control of assigned accounts.
- Use and processing of purchase orders, requisitions, receivables, invoices and related documents.
- District, state and federal regulations pertaining to fiscal and accounting requirements..
- Arithmetic computations used in accounting.
- Current, up-to-date Accounting practices and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

ABILITY TO:

- Perform a variety of technical accounting duties..
- Maintain accurate financial and statistical records.
- Prepare comprehensive accounting reports, statements and written communications.
- Identify, investigate and resolve financial errors and discrepancies.
- Monitor and audit revenue and expenditures.
- Process incoming cash, monies, deposits and receipts.
- Prepare data for records and reports.
- Interpret and implement district, state and federal regulations pertaining to fiscal and accounting requirements.
- Review and process purchase orders and requisitions.
- Maintain, balance, adjust and reconcile accounts.
- Prepare invoices, billings and reimbursements for payment.
- Plan, prioritize and organize work, meeting schedules and timelines.
- Understand and resolve issues, complaints and problems.
- Exercise appropriate judgment when making decisions.
- Respond effectively to requests and inquiries from District employees.
- Communicate effectively both orally and in writing.
- Use current, up-to-date computer-based applications including accounting systems, word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Establish and maintain cooperative and effective working relationships with others.
- Handle confidential information in a discreet, professional manner.
- Complete tasks thoroughly, accurately and with attention to detail.

EDUCATION

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Courses in accounting preferred but not required.

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EXPERIENCE

Three years of increasingly responsible experience in Accounting, including Accounts Payable, Accounts Receivable, and General Ledger is required.

DISTINGUISHING CHARACTERISTICS

The **Accounting Technician** is responsible for processing, recording and auditing various transactions and preparing, reconciling and maintaining a variety of financial and statistical records, reports and statements.

Differentiation between Accounting Technician and positions above and below are distinguished as follows:

The **Accounting Specialist** oversees and coordinates the work of the Accounting Assistant(s). The Accounting Specialist performs complex accounting functions requiring in-depth knowledge of accounting and control principles.

The **Accounting Assistant** is responsible for performing journey-level accounting and related clerical functions at a District level, requiring independent judgment over established functions such as accounts payable.

The **Accounting Assistant – ASB** performs responsible and varied ASB-related accounting and clerical functions at a high school.

REQUIRED TESTING

Pre-employment testing and assessment is required in order to demonstrate the minimum qualifications for the position.

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

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Occasionally = 11-33% (up to 3 hours)
Frequently = 34-66% (up to 6 hours)
Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None