



JOB DESCRIPTION

ACCOUNTING TECHNICIAN

DEFINITION:

Under the supervision of the Chief Business Official, performs financial record keeping duties associated with the processing and completing of accounting transactions for various accounts. Processes transactions for one or more elements within an accounting system such as accounts receivable, accounts payable, and fund accounts requiring limited-scope financial reports. (Days- 261) (Salary- Range 22 on the Classified Salary Schedule)

ESSENTIAL DUTIES:

- Performs a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable and accounts receivable; process and assure accuracy and completeness of various financial forms and documents.
- Calculate, assemble, match, sort, tabulate, code, review and post a variety of financial and statistical data including income and expenditures, review, adjust and verify journal entries; balance, verify and adjust accounts; review data for accuracy and completeness; make corrections as needed
- Input and update a variety of accounting data (accounts receivable/payable, pay vouchers, invoices, deposits); maintain automated financial records and files; initiate queries, develop spreadsheets and generate a variety of computerized lists and reports; verify accuracy of input and output data.
- Receive, prepare, process, sort, code, obtain appropriate signatures and file purchase orders and invoices as assigned; prepare invoices and bills for payment; verify accuracy of invoices and match with purchase orders and other appropriate documents; issue and distribute payments and purchase orders.
- Maintains a wide variety of purchasing information, files and records (e.g. purchase orders, invoices, receiving reports, vendor records, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance
- Performs record keeping and general clerical functions of purchase orders (copying, faxing, etc.)
- Process documents materials and checks needed for distribution (e.g. checks for purchase orders, W-9 statements, etc.) for the purpose of disseminating information to appropriate parties and meeting the district's financial obligations
- Processes invoices, receipts, and transfer forms
- Deposits district money into the county treasury
- Reconciles bank statements, funds, payment reports, cash in county treasury and student body, and generates reports.
- Prepares and maintains financial records, reports, statements, and ledgers as required to meet district and state accounting standards.
- Prepares and/or audits purchase orders and invoices for payment and write warrants from student body funds.
- Prepares checks and warrants as needed or directed.
- Assists with inventory and participates in yearend audits.
- Prepares and maintains various reports and remit in a timely manner.
- Prepares and posts journal entries and post debits and credits to appropriate accounts.
- Maintains effective and professional relationships with administration, staff, students and the public.
- Assist in other District office workstations as necessary.
- Answer telephones, receive, record and route messages to appropriate persons.
- Prepares/Collects data for State Student Attendance Reports and other attendance reports requested; collects and analyzes attendance data.

- Reviews and reconciles monthly District health insurance accounts; and notifies recipients of changes.
- Maintains and reviews Student Body funds, audits; and processes deposits and expenditures to verify balances of funds available.
- Provides fiscal monitoring of grant and bond measures accounts.
- Assists with all departmental accounts.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to:

- High school diploma or equivalent, including or supplemented by course work in business, accounting or finance.
- AA degree or equivalent with major course work in basic or intermediate accounting desired.

Desirable Qualifications:

- School district general accounting experience.

Licenses, Certifications and other Requirements:

- Fingerprint clearance.
- Negative TB test result.

Knowledge of:

- Modern office methods, procedures and business techniques
- Double entry bookkeeping, computer application software including word processing and spreadsheets.
- Tulare County Office of Education financial software highly desirable
- Methods, practices and terminology used in school district finance and accounting work

Ability to:

- Operate standard office equipment, operate various computer applications software
- Use English in both written and verbal form
- Stand and walk for prolonged periods of time
- Work independently with minimal supervision
- Effectively communicate with staff and other district employees
- Use 10-key calculator by touch
- Use a computer to prepare reports
- Learn and apply rules and regulations for school employees related to compensation, benefits, and leaves
- Lift 25 lbs. maximum or carry any object weighing up to 15 lbs.
- Type accurately at a rate required for successful job performance, including forms and reports
- Identify and correct errors in mathematical computations and financial documents
- Perform arithmetic calculations accurately and rapidly

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Must be willing to work late afternoons-early evenings.

Physical Demands: The physical demands 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.

- Hearing and speaking to exchange information in person and on the telephone.

- Dexterity of arms and hands and fingers to operate a computer keyboard.
- Seeing to read, prepare and proofread documents; to travel to various sites, and to direct and supervise staff as required.
- Sitting or standing for extended periods of time.
- Kneeling, stooping, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files, records and supplies.
- Must have ability to lift 25 pounds

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA Approved: March 17, 2023

Board Approved: March 14, 2023