

# CENTER JOINT UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Account Technician

## **DESCRIPTION OF BASIC RESPONSIBILITIES**

To perform routine accounting functions in the preparation and processing of assigned financial or budgetary records and reports including accounts payable, accounts receivable, payroll and purchasing.

**SUPERVISOR:** Accounting Supervisor

## **TYPICAL DUTIES:**

1. Assists in the maintenance of District fiscal/accounting records and transactions related to accounts payable, accounts receivable, purchasing, and current building projects.
2. Assists in the maintenance of financial records and processes documents involved in financial/special reporting transactions; assigning codes, preparing copies, batching or sorting as necessary.
3. Post, checks, assembles, tabulates, audits, and compares statistical and financial data.
4. Maintains and balances ledger accounts, checks and adjusts irregularities.
5. Reviews and verifies accuracy of invoices, requisitions, purchase orders, receiving documents, and similar documents.
6. Checks documents for proper budget authorization before processing.
7. Codes purchase orders for expenditure classification.
8. Computes, verifies, balances, and adjusts accounts, records, and data based on established procedures and policies.
9. Orders, receives, stores and inventories needed supplies and materials for assigned accounts.
10. Prepares bank deposits, reconciles bank statements, and monitors status of assigned accounts.
11. Develops estimated costs for specific expenditures for use in budget development.
12. Operates typewriter, calculator, computer, copier and other standard office machines.
13. Performs other duties similar to the above in scope and function as required.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

1. Principles and procedures of financial and accounting record keeping.
2. General bookkeeping practices
3. Accounting/bookkeeping software programs.

**Ability to:**

1. Learn the appropriate rules, regulations and technical procedures used for school accounting records.
2. Understand and carry out directions in an independent and problem solving manner.
3. Apply general rules and regulations to specific cases.
4. Perform mathematical calculations accurately and rapidly.
5. Operate office machines and equipment including a personal computer, calculator, and copy machine.
6. Maintain a variety of record keeping systems.
7. Prepare a variety of accurate financial and statistical reports and summaries.
8. Identify and correct errors in mathematical computations and financial documents.
9. Maintain a chart of accounts for the various programs and funding sources.
10. Communicate effectively in both oral and written forms.
11. Work accurately under pressure.
12. Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner.
13. Establish and maintain effective work relationships with those contacted in the performance of required duties.

**EDUCATION, EXPERIENCE AND REQUIREMENTS:**

1. High School diploma or equivalent
2. Prior job related experience
3. TB Test clearance
4. Criminal Justice Fingerprint clearance.

**PHYSICAL CHARACTERISTICS:**

1. Sufficient vision to read printed material;
2. Sufficient hearing to conduct in-person and telephone conversations;
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations;
4. Sufficient dexterity to write, use telephone and office equipment;
5. Ability to sit for extended periods of time;
6. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.