

## UNION SCHOOL DISTRICT

### **CLASS TITLE: ACCOUNTING TECHNICIAN -- Payable/Receivable**

#### **BASIC FUNCTION:**

Under the direction of the Director of Fiscal Services, perform a variety of technical accounting duties for accounts payable and accounts receivable; responsible for developing state & federal end-of-year reports.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of technical accounting duties for accounts payable and accounts receivable; process, audit and verify accuracy of various financial forms, documents and transactions.

Process accounts payable; receive, sort, process, verify invoices; check invoices and match with purchase orders and other information; verify accuracy and completeness including authorization calculations, pricing, coding and vendor information; prepare invoices for payment and process batches.

Collect and account for various fees (i.e. developer).

Maintain and update a variety of auditable financial and statistical records and files related to accounts, expenditures, invoices, purchase orders, payments, taxes, batches and assigned activities.

Process accounts receivable; receive, process and verify incoming monies; issue receipts; check money totals against receipts and invoices to assure accuracy; prepare, calculate, balance and reconcile deposits and related paperwork.

Maintain contact with vendors to modify and clarify invoices and resolve discrepancies; follow-up on purchase orders, deliveries, invoices and payments as needed; process, issue and distribute payments, check requests and warrants to invoices, benefits and reimbursement claims as required.

Assist in assuring accurate and timely payment of the District's financial obligations; research purchase orders to verify receipt of goods or services and sufficiency of funds; notify appropriate staff of budget shortages.

Input and update a variety of accounting data in an assigned computer system; 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.

Compare and reconcile various financial statements, records, reports and documents to assure accurate fund accounting; duplicate and distribute various documents; contact others to request and verify documents and information; obtain approval and signatures as needed.

Communicate with District personnel and outside vendors to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Prepare and respond to a variety of correspondence; receive, sort and distribute mail as required; prepare and process outgoing mail for distribution; duplicate and distribute materials.

Calculate, prepare and revise budget data; monitor accounts and budgets.

Attend mandatory trainings as required by the position.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**GENERAL KNOWLEDGE OF:**

Methods, procedures and terminology used in clerical accounting work;  
Financial and statistical record-keeping techniques;  
Modern office practices, procedures and equipment;  
Data control procedures and data entry operations;  
Operation of a computer and assigned software;  
Oral and written communication skills;  
Interpersonal skills using tact, patience and courtesy; and  
Mathematical computations.

**SPECIFIC KNOWLEDGE OF**

Practices, procedures and techniques involved in the processing of accounts payable and receivable; and  
Use and processing of invoices, purchase orders, reimbursements and related documents.

**ABILITY TO:**

Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable and accounts receivable;  
Process and record accounting transactions accurately;  
Receive, review, verify and process invoices, reimbursements and other documents;  
Maintain accurate financial and statistical records;  
Assemble, organize and prepare data for records and reports;  
Compare numbers and detect errors efficiently;  
Establish and maintain cooperative and effective working relationships with others;  
Type or input data at an acceptable rate of speed;  
Communicate effectively both orally and in writing;  
Meet schedules and time lines;  
Make arithmetic computations with speed and accuracy;  
Operate standard office equipment including a computer and assigned software; and  
Maintain regular attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and/or two years general accounting experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Constant interruptions.

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;

Ability to conduct verbal conversation in English;

Hear normal range verbal conversation (approximately 60 decibels);

Sit, stand, stoop, kneel, bend and walk;

Sit for sustained periods of time;

Climb stairs, steps, and step ladders;

Lift up to 20 pounds;

Carry up to 20 pounds;

Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;

Operate office machines and equipment in a safe and effective manner;

Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and

Conduct frequent repetitive arm, hand and body motion.

**Disaster Service Worker**

*CA Government Code 3100.* It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.