I. Position Title
Accounting Technician

II. Position Description

Under direction, performs specific accounting functions in connection with maintaining the District's financial and statistical records involving manual, machine and computer accounting systems; acts as a resource to management and general staff for administering district, county and state laws and directives in bookkeeping for both the District and Student Body Associations, paying the debts of the District and assists in closing books at year end; oversees payroll and fringe benefit systems procedures, practices and processes; monitors Associated Student Body Fund accounting practices, performs complex accounting clerical functions; audits records as required, compiles student attendance data; and monitors school attendance record keeping practices; does other related work as required.

Positions in this class are characterized by their responsibility to perform complex accounting related work requiring a high degree of accuracy and complex mathematical skills, and to coordinate and provide technical direction to others assigned to accounting and financial record keeping positions. A high degree of knowledge of school accounting is required and the incumbent may advise other related personnel on all aspects governing the financial activity of the District and Student Body Association.

III. Examples of Duties/Responsibilities

A. Provides technical direction and coordinates the efforts of account clerks and others in assembling, tabulating, calculating, verifying and filing accounting and/or budgeting data-
B. Trains and monitors the record keeping practices of staff assigned accounting and/or budgeting related duties-
C. Develops and assists in the formulation and implementation of improved accounting, budgeting and financial record keeping systems and procedures-
D. Performs financial record keeping operations related to one or more of the District’s more complex accounting activities; prepares related reports-
E. Prepares account analyses-
F. Works with computer-based accounting systems in preparing input to the computer; maintains computer input and accuracy in all phases affecting accounts payable procedures-
G. Makes complex mathematical calculations and verifies computations-
H. Assembles and maintains for ready reference, current material relating to school accounting and/or budgeting procedures and attends meetings for that purpose
I. Provides vacation and temporary relief as required
J. Maintains control over payroll processing and all records relating to health and welfare benefits-
K. Provides orientation to new employees regarding payroll, health and welfare entitlements and all district accounting processes-
L. Performs other related duties as required by immediate supervisor
M. Input and follow up action with insurance carriers relative to employee health entitlements and/or concerns - E

(E) - Essential

IV. Minimum Qualifications

Knowledge of:
•Purpose, methods and practices of school district and associated student body bookkeeping and financial record-keeping
•Operation of machine accounting and office equipment
•Bookkeeping and computer-based accounting systems
•District administrative procedures and practices
•Payroll processing
•Employee benefits
•Budget development

Ability to:
•Perform complex accounting and budgeting functions
•Prepare, review and verify financial statements and related summaries and reports
•Perform double entry bookkeeping
•Train accounting clerical personnel
•Operate standard office machines
•Prepare concise and complete oral and written instructions and reports
•Compose correspondence directed to vendors, school personnel and other agencies
•Establish and maintain cooperative and effective relationships with those contacted during the course of the working day

Education and Experience
•Equivalent to completion of high school; successful completion of college or business school coursework (thirty semester units equal to one year) in accounting or a related area
•The equivalent of two (2) years of experience of increasing responsibility in fiscal record keeping and reporting which involves manual, machine and computer accounting systems; experience in school fiscal operations is preferred

Working Conditions
Environment
•Office environment
•Subject to frequent interruptions
•Periodic work in equipment room
Physical Abilities

• Seeing to inspect financial or statistical records
• Hearing and speaking to exchange information
• Sitting for extended periods of time
• Reaching overhead, above the shoulders and horizontally to retrieve and shelve supplies
• Dexterity of hands and fingers to operate standard office equipment
• Bending, stooping and squatting
• Climbing step stools

Revised: February 1999/am
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