

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Lead Account Technician

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform technical accounting functions in the maintenance of assigned accounting records for a complex set of accounts such as general ledger, payroll, STRS/PERS retirement systems, quarterly taxes, accounts receivable, accounts payable, student body accounting, CALPADS, and student attendance. To provide lead direction in the preparation and processing of assigned financial or budgetary records. To assist the supervisor in confidential calculations as they relate to negotiations and grievances.

SUPERVISOR: Director of Fiscal Services

TYPICAL DUTIES:

1. Assists in the maintenance and review of District fiscal/accounting records and transactions related to all areas of the District's financial system.
2. Assists staff as needed on an assigned set of accounts in accounting and payroll sections.
3. Assists in the maintenance and review of financial records and processes documents involved in financial/special reporting transactions and assigning codes.
4. Perform complex weekly, monthly, quarterly, and annual reports.
5. Coordinate and verify data submitted from within the District.
6. Calculates estimated costs for specific expenditures for use in budget development projections.
7. Performs cost evaluations and projects future costs on proposals made by bargaining unit organizations for the purpose of negotiations.
8. Calculates financial impacts resulting from grievances.
9. Gather and compare salary and benefit information from other districts to be used in negotiations.
10. Assists in drafting salary and benefit language for negotiations.
11. Prepares State and federal reports in a timely manner.
12. Provides computer system and software support assistance as appropriate.
13. Research, and analyze a variety of data related to accounting problems; recommend solutions to Director of Fiscal Services.
14. Develops estimated costs for specific expenditures for use in budget development.
15. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- principles and procedures of financial and accounting record keeping;
- accounting/bookkeeping software programs;
- principles of training and providing work direction;
- financial and statistical record-keeping techniques;

- personal computers and interfacing with main-frame computers and other office equipment;
- personal computer software including spreadsheets, data base systems and work processing;
- typical business areas including payroll, accounts payable, receivable, purchasing, student body accounting, budgeting and financial statements.

Ability to:

- learn and implement the appropriate rules, regulations and technical procedures used for school accounting records;
- understand and carry out directions in an independent and problem solving manner;
- operate office machines and equipment including a personal computer, calculator, and copy machine;
- maintain a variety of record keeping systems;
- prepare a variety of accurate financial and statistical reports and summaries;
- identify and correct errors in mathematical computations and financial documents;
- maintain a chart of accounts for the various programs and funding sources;
- train and provide work direction to others;
- Develop and maintain assigned District-wide accounts and reports;
- meet schedules, time lines, and work accurately under pressure;
- communicate effectively in both oral and written forms;
- meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- establish and maintain effective work relationships with those contacted in the performance or required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent.
- Three (3) years of increasingly responsible experience in keeping or reviewing financial or statistical records; or two (2) years experience as account technician or comparable role preferably including experience in a school district.
- Technical accounting training.
- Valid Driver's License and evidence of insurability.
- TB test clearance.
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

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

Board approved: 2/19/14