



Date Adopted:	4/21/09
Range:	21
Classified:	CSEA

Job Description

ACCOUNTING TECHNICIAN

BASIC FUNCTION

Under general supervision, perform technical accounting and fiscally related functions and activities; assist in the performance of internal audits; assist in the preparation and adjustment of budgetary accounts to match actual expenses and revenue.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Perform a variety of financial record-keeping functions related to district's accounting operations.
- Review, monitor, and audit accounting records of the various District funds, including encumbrances, invoices, warrants, current liabilities, cost transfers, abatements, student body funds, and related transactions.
- Assist in the formulation, revision and implementation of computerized record-keeping systems.
- Arrange, post, and balance financial data; and maintain journals, subsidiary ledgers, and other accounting records.
- Operate a computerized accounting system and appropriate software.
- Prepare account and fund analyses.
- Input financial data into computer-assisted accounting system.
- Perform responsible and technical accounting tasks related to the preparation and management of accounting records and reports, such as revenue, transportation, food service, purchasing, accounts payable, and federal and state funded programs.
- Compile a variety of accounting data and prepare associated reports.
- May assist in reviewing purchase requisitions to ensure correctness of account codes, availability of funds and completeness.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Principles and methods of accounting, technical report preparation, and internal audit processes.
2. Financial record-keeping methods, procedures and techniques.
3. California school-accounting legal mandates, practices and procedures.
4. Accounting and computer-based record-management systems and appropriate software.
5. Organization and planning methods, tools, techniques and practices of the District.

Ability to:

1. Interpret and effectively communicate accounting practices, policies, regulations and guidelines.
2. Prepare clear and accurate financial statements and reports.
3. Perform complex and technical financial record-keeping functions.
4. Establish and maintain cooperative working relationships.
5. Operate a calculator and make mathematical calculations with speed and accuracy.
6. Operate a 10-key at a minimum rate of 7000 keystrokes per hour with at least 80% accuracy.
7. Effectively and efficiently operate computers, use appropriate software, and operate other machines and equipment.
8. Communicate both orally and in writing in a clear and concise manner.
9. Understand and carry out oral and written directions.
10. Work with discretion and in confidence.
11. Apply policies and procedures related to the assigned duties and responsibilities of the position.

EXPERIENCE

Two (2) years accounting experience is required.

EDUCATION

High school graduation or equivalent is required. College credit in accounting, budget planning and control, and/or business administration is preferred.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Successful completion of the District's basic skills test. Current (within 1 year) evidence of the ability to 10-key at a minimum rate of 7000 keystrokes per hour with at least 80% accuracy.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will be an indoor office environment.

Physical Abilities:

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. The employee must be able to:

Lift, carry, push and/or pull items with a strength factor of light work.

Hear and speak to exchange information in person and on the telephone.

See to read a variety of materials.

Possess dexterity of hands and fingers to operate ten-key and computer keyboards.

Bend at the waist, kneel or crouch to reach materials.

Stand and walk.

Sit for extended periods of time.

Climb a step stool/ladder and reach above shoulders to reach materials.

Hazards:

None identified.