



Irvine Unified School District

ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, to perform professional accounting functions in the maintenance of district books, records, and computerized accounts. Record and compile financial data covering a variety of funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

- Oversee and maintain general and assorted funds in assembling, tabulating, calculating, verifying and filing accounting and fiscally related data.
- Perform complex and technical fiscal and financial record maintenance operations related to one or more accounting activities.
- Assist in the revision, formulation and implementation of accounting record management systems and procedures.
- Post, arrange and balance fiscal and financial data records.
- Prepare and verify the accuracy of various financial and statistical reports.
- Compare schedules and complete financial and fiscally related records and reports. Work with computer-based accounting systems to input data and to utilize output reports.
- Prepare account analyses.
- Operate computer terminal equipment and a variety of other business office machines.
- Make complex mathematical calculations and verifies computation.
- Assist and train District personnel in proper accounting procedures.
- Coordinate and perform responsible tasks related to the management of various funds.
- Interface cooperatively and effectively with all District, County, and State departments, offices and agencies.
- Other assignments may include attendance accounting, special education attendance accounting, revolving cash accounting, negotiating and invoicing for facility usage, preparing and reporting PL874, program cost accounting including transportation, vocational education.

QUALIFICATIONS GUIDE

Knowledge of:

- Principles, methods, practices and procedures of school district bookkeeping and financial record management.
- Operation of business office machines and equipment including computer terminal.
- Computer-based bookkeeping and accounting systems.

Ability to:

- Perform complex and difficult accounting functions.
- Train accounting clerical personnel.
- Make complex mathematical computations.
- Establish and maintain cooperative working relationships.

Experience

Two years of recent full-time highly responsible experience in fiscal record management or accounting, preferably with a school district or county office of education.

Education

Equivalent to a high school diploma, supplemented by training or course work in accounting, bookkeeping, or business office management.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; stoop, kneel, crouch or crawl; talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The noise level in the work environment is usually moderate.

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[Return to top](#)

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