

TECHNICIAN-ACCOUNTING

DEFINITION:

Under the supervision of an assigned administrator, performs a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts and grants; maintains, audits and reconciles assigned accounts; prepares, maintains and assures accuracy of various financial records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Oversees and maintains general and assorted funds in assembling, tabulating, calculating, verifying and filing accounting and fiscally related data.
- Inputs a variety of financial and statistical data into an assigned computer system; maintains various automated records and files; initiates queries, manipulates data, develops spreadsheets and generates a variety of computerized reports and statements; assure accuracy of input and output data.
- Assists in the revision, formulation and implementation of accounting record management systems and procedures.
- Posts, arranges and balances fiscal and financial data records.
- Prepares and verifies the accuracy of various financial and statistical reports.
- Compares schedules and complete financial and fiscally related records and reports.
- Performs a variety of computer-based accounting systems duties including inputting data and creating reports.
- Prepares account summaries.
- Makes complex mathematical calculations and verifies computation.
- Assists and trains District personnel in proper accounting procedures.
- Coordinates and performs responsible tasks related to the management of various funds.
- Interfaces cooperatively and effectively with all District, County, and State departments, offices and agencies.
- Assists designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned.
- Monitors funds for income and expenditures; calculate, prepare and revise budgetary data.
- Communicates with personnel, departments, administrators and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Operates a variety of office equipment including a copier, calculator, a computer and assigned software.
- Performs a variety of clerical accounting duties related to accounting activities such as preparing, typing, duplicating, filing and distributing materials; maintains records and reports.

QUALIFICATIONS GUIDE

Knowledge of:

- Principles, methods, practices and procedures of school district bookkeeping and financial record management.
- Computer-based bookkeeping and accounting software.
- General accounting and business functions of an educational organization.
- Policies and objectives of assigned programs and activities.
- Use and processing of requisitions, purchase orders, invoices and related documents.
- Preparation, review and control of assigned accounts.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

Ability to:

- Perform complex and difficult accounting functions.
- Train accounting clerical personnel.
- Make complex mathematical computations.
- Maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive accounting reports and statements.
- Verify, balance and adjust accounts.
- Review, process, evaluate and verify a variety of financial information.
- Identify, investigate and resolve financial errors and discrepancies.
- Issue and distribute vendor and claim reimbursement payments as assigned.
- Monitor and audit income and expenditures.
- Assemble, organize and prepare data for records and reports.
- Reconcile, balance and audit assigned accounts.
- Compare numbers and detect errors efficiently.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Perform arithmetic calculations quickly and accurately.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level coursework in accounting, finance or related field and two years accounting experience.

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 enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Lifting, carrying, pushing and pulling light objects up to 10 pounds.

WORK ENVIRONMENT:

Indoor/Office 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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