

EAST SIDE UNION HIGH SCHOOL DISTRICT

Job Title: Accounting Technician

Description of basic functions and responsibilities:

To perform highly responsible clerical accounting functions in support of the day-to-day accounting operations for specialized program(s) and/or District fiscal services. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class requires a broad knowledge in a specialized record keeping area(s), such as accounting, general fund accounting, and/or payroll. This job class is also responsible for accurate and timely work production and functions at an advanced journey level of classification.

Supervisor: As assigned

Typical duties:

Maintains District fiscal/accounting records and transactions related to assigned area(s) of specialization such as accounts payable, accounts receivable, special program accounting, attendance accounting, general accounting and/or payroll

Balances/reconciles assigned accounts, payroll records, insurance reports, bank statements, etc. to established controls

Collects, receives, and verifies a variety of documents, forms records, and information and posts, adjusts, and or transfers appropriate data to proper accounts, records, ledgers, etc

Prepares and/or assists in the preparation of accounting statements/reports as assigned such as journal vouchers, trial balances and budgets; maintaining supporting files, financial data and records

Maintains files, journals, ledgers, and worksheets to provide full documentation for related fiscal record keeping systems for major department, unit, or the District

Prepares input for entry into the data processing system to include daily entries to program accounts, district ledgers, budget information/revisions, and related forms; audits input data for accuracy

Performs limited data entry in the maintenance and processing of assigned records/accounts

Monitors, verifies, balances, and adjusts assigned accounts

Prepares/processes a variety of payables for payment, checking for accuracy, receipt, proper documentation, and authorization; assigning/verifying account codes; and forwarding warrant batches to county office

Receives and reviews expense requests; checking for compliance with district/program constraints and budget allowances

Provides and receives information to/from district and school staff, county office, auditors, and/or vendors regarding routine or specialized accounting/fiscal procedures and requirements in assigned area of specialization

Makes independent determination on accounting and financial record keeping problems; applying appropriate rules and regulations to resolve problems

May train others in proper procedures, standards, and requirements related to assigned area of specialization

Prepares financial and statistical reports related to assigned departmental or specialized function; collecting, compiling, calculating, and distributing to appropriate parties/agencies

Types reports, statements, letters, memos, and other correspondence related to assigned functions

Operates computer terminal to input/maintain assigned accounts

Performs related duties as required

Employment standards:

Knowledge of proper office methods and procedures

Knowledge of general accounting/record keeping principles and procedures as related to school district financial and/or attendance accounting

Knowledge of the proper use and operation of standard office equipment and machines such as calculator, adding machine, typewriter, computer terminal, etc

Ability to understand and carry out a variety of complex directions without continuous supervision

Ability to establish and maintain accurate accounts and other fiscal records

Ability to perform arithmetical calculations accurately and rapidly

Ability to establish and maintain financial records and to prepare accurate financial and statistical summaries and reports

Ability to assemble, organize, and analyze data in an effective and useful manner

Ability to apply rules and regulations to specific cases

Ability to reconcile differences within the record keeping system using mathematical skills and an understanding of the record keeping system and related transactions

Ability to operate a variety of standard office machines and equipment such as typewriter, calculator, copier, bookkeeping machine, computer terminal, adding machine

Ability to type accurately at a rate required for successful job performance

Ability to identify and correct errors in a variety of mathematical computations and financial documents

Ability to communicate effectively in both oral and written forms

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties