

Position: Accounting Technician III

Salary Range: 36

Summary

Takes a lead role in performing a range of complex functions related to financial statements for various funds involving receipt and proper disposition; provides accounting procedure technical support for District personnel, including Accounting Technicians I and II; creates reports and record maintenance for accurate accounting procedures meeting California State Education Code, District and government requirements.

Distinguishing Characteristics

The Accounting Technician III serves as the lead accounting technician in accounting, budgeting, payroll and other financial areas, including the oversight of other employees' accounting work. This position retains documentation for, and works directly with, external auditors for the District.

Essential Duties and Responsibilities

- The Accounting Technician III position description also incorporates the essential duties and responsibilities detailed in the position descriptions for Accounting Technician II, Payroll Technician, Accounting Technician I and Accounting Assistant.
- Provides work direction and guidance to staff on an assigned set of accounts in accounting or payroll sections.
- Creates complex spreadsheets to perform technical calculations to analyze various accounting data.
- Prepares special statistical and financial reports requiring skill at researching information from financial management systems. Maintains accurate files.
- Oversees, reviews and completes District, County, State and Federal reports as assigned, including Federal, State and local government reports. Assists with contract and grant regulation and reporting requirements.
- Accepts and accounts for monies collected by the District.
- Processes budget and expenditure transfers.
- Oversees accounts payable/receivable at year-end for the setup and closing of current liabilities and accounts receivable.
- Analyzes and audits income and expenses for specified District accounts and processes appropriate documents; reconciles assigned District accounts. Traces transactions to determine discrepancies.
- Analyzes and prepares accounts for year-end closing and financial statements.
- Assists in analyzing and preparing reports for management and the Board of Education as assigned.
- Prepares for, and works directly with, external auditors in gathering and interpreting data for their review.
- Reconciles and audits various District bank accounts.
- Works with various departments to reconcile anomalies and ensure accuracy of reports.
- Approves travel and payment vouchers using District guidelines to determine appropriateness of the expenditure; audits for accuracy and management approval.
- Processes change orders on various service contracts.
- Reviews attendance and enrollment reports related to average daily attendance (ADA).

- Serves as a resource to District personnel to research, interpret and communicate accounting policies and procedures as determined by the Board of Education, as questions arise.
- Reconciles the payroll benefit deductions with statements and employee participation.
- Provides accounting and budgetary guidance to site and departmental administrators.
- Provides technical support and training in accounting practices to accounting staff members and site personnel.
- Reviews, audits and makes recommendations regarding ASB practices, procedures and compliance to secondary school staff, including bookkeepers and principals.
- Assists in the selection and training of accounting personnel.
- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

Qualifications

▪ Knowledge and Skills

Principles and procedures of accounting, including governmental procedures, school district fiscal, payroll and budget procedures. Procedures to generate checks and invoices. Financial and statistical record-keeping techniques. Laws, rules and regulations related to assigned accounting activities. District organization, operations, policies and objectives. Interpersonal skills using tact, patience and courtesy. Operation of office equipment, including a computer and business software applications, including advanced spreadsheet knowledge.

▪ Abilities

Coordinates and performs complex accounting functions related to financial statements for various funds involving receipt and proper disposition. Receives, posts and reconciles financial transactions. Prepares and processes financial, statistical and accounting and purchasing documents, records and materials. Verifies, posts, balances and adjusts accounts. Plans work and meets schedules and time lines. Adds, subtracts, multiplies and divides quickly and accurately. Learns and applies policies, procedures, rules, regulations and State Education codes involved in assigned activities. Maintains confidentiality of sensitive and privileged information. Answers telephones and greets the public courteously. Performs clerical duties such as filing, typing, duplicating and maintaining routine records. Operates office equipment, including a computer and business software applications. Understands and follows oral and written directions. Communicates effectively both orally and in writing. Establishes and maintains cooperative and effective working relationships with others. Must be able to adapt and learn new procedures and programs as implemented by the District.

▪ Physical Abilities

Must possess sufficient visual acuity to inspect financial or statistical records. Requires auditory ability to carry on conversations in person and on the telephone. Sits for extended periods of time. Bends at the waist, kneels or crouches to retrieve and file records. Moves hands and fingers to file and operate office equipment.

▪ Education and Experience

Graduation from high school or equivalent supplemented by college-level course work in accounting and three years experience in accounting, with a least one year in governmental accounting, school district accounting preferred.

- **Licenses and Certificates**

Depending upon assignment, a valid California driver's license and/or first aid training may be required.