

Position: Accounting Technician I

Salary Range: 23

Summary

Performs moderately complex record keeping duties associated with the processing and completing of accounting transactions. Usually is responsible for one or more specialized elements within a complete accounting system such as accounts payable or accounts receivable.

Distinguishing Characteristics

The Accounting Technician I position requires the ability to record transactions onto a computerized accounting system and assume responsibility for a specialized component of the system, requiring significant knowledge of accounting systems and district procedures.

Essential Duties and Responsibilities

- Processes vendor invoices, travel claims, expenditure vouchers, etc., including verifying and/or obtaining payment approval, matching purchase orders and receiving reports. Audits invoices for correct extension of prices, units, taxes, discounts, and shipping/handling. Maintains accurate files.
- Matches checks to invoices, distributes checks, attaches duplicate warrant to backup documentation, and files in compliance with audit procedures.
- Accesses budget encumbrances, obtaining increases for purchase orders when necessary.
- Works with departments, sites and vendors to reconcile anomalies on payments, statements and coding to ensure accuracy of reports.
- Advises and assists other staff on the correct procedures for purchase requisitions, encumbrance modifications, payment vouchers, travel claims and other documentations. Assists in the enforcement of District purchasing procedures.
- Maintains warrant data binder for approval by the Board of Education.
- May post journal entries to system.
- Provides required State reports, including Sales Tax and Independent Contractor reporting. Audits 1099 reports and other appropriate reports for processing.
- Processes and monitors accounts receivable transactions. May include invoicing, monitoring aging reports and resolution of uncollected amounts.
- Works with auditors in gathering data for annual review.
- Enters capital asset information into accounting system.
- May compile basic spreadsheets and reports; compiles information for project applications.

- May assist other accounting personnel as directed including preparation of budgets, inventory and purchasing reports. May assist with payroll input and/or expense documents, review time sheets and other fiscal documents.
- Prepares correspondence, types and files.
- 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

Methods, procedures and terminology used in accounting work, including accounts receivable and payable. 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. Operation of office equipment, including a computer, business software applications and 10-key.

▪ Abilities

Ability to plan work and meet schedules and time lines. Ability to perform basic math quickly and accurately. Ability to learn, follow and apply policies, procedures, rules, and regulations. Ability to perform clerical duties such as filing, typing, duplicating and maintaining routine records. Ability to understand and follow oral and written directions.

▪ Physical Abilities

Requires sufficient hand/eye coordination and manual dexterity to operate a keyboard. Requires sufficient visual acuity to recognize words, letters, and numbers. Requires auditory ability to carry on conversations over the phone and in person. Requires sufficient movement to retrieve work materials.

▪ Education and Experience

High School Diploma or equivalent required. Two years of progressively responsible clerical or accounting experience preferred. School district experience preferred. Post secondary education may be substituted for experience.

▪ Licenses and Certificates

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