



Accounting Technician

DEFINITION:

Under the direction of the Director of Fiscal Services, perform a variety of technical accounting duties in support of accounts payable, accounts receivable and other assigned accounts and functions; process, evaluate and audit related invoices, purchase orders and transactions; and perform account and statistical record-keeping.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of technical accounting duties in support of accounts payable, accounts receivable and other assigned accounts and functions; prepare, process and verify a variety of financial forms and documents; assure accurate and timely payment for various equipment, goods and services.
- Receive, process, evaluate and prepare invoices for payment; check invoices and match with purchase orders, requisitions and receivers; audit invoices for accuracy including pricing, vendor information, account coding, proper signatures and cost calculations; prepare, issue and distribute payments.
- Check invoices for various goods and services to assure fund availability; review and evaluate funds and monitor various budgets in assuring expenditures comply with established limitations; assist and advise school sites and various departments in complying with budget limitations.
- Compare and reconcile various fiscal statements, records, reports and documents to assure accurate account coding; review and audit data, records, reports and documents for accuracy and completeness; identify, correct and resolve errors and discrepancies.
- Process accounts receivable; prepare and distribute invoices for designated expenses; receive, process and verify incoming monies; issue receipts; check money totals against receipts and invoices to assure accuracy; prepare, calculate, balance and reconcile deposits and related paperwork.
- Calculate, assemble, match, sort, review, code and post a variety of financial and statistical data; maintain, review and adjust assigned accounts; update accounts and ledgers to reflect income and expenditures; balance and reconcile various accounts as directed.
- Research, compile, prepare and revise accounting data; maintain and update a variety of financial and statistical records and files related to accounts, income, expenditures, balances, vendors, invoices, purchase orders, budgets and assigned activities.

- Serve as a technical resource to District employees concerning assigned accounting functions; respond to inquiries and provide technical information concerning related accounts, transactions, records, reports, standards, requirements, policies and procedures.
- Input and update a variety of financial and statistical data in computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate various computerized reports and statements; assure accuracy of input and output data.
- Prepare, process, and verify a variety of financial transactions such as claims, requisitions, reimbursements, transfers, tax payments, contract payments, cancelled checks, replacement checks, affidavits and purchase orders.
- Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns; initiate and receive telephone calls; prepare and respond to a variety of correspondence; duplicate and distribute materials.
- Maintain contact with vendors and staff to modify and clarify invoices and resolve discrepancies; verify reimbursement information with staff as needed; follow-up on and resolve issues with purchase orders, invoices, warrants and payments as needed.
- Participate in year-end closing and auditing activities as required; reconcile and balance related accounts.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods, procedures and terminology used in technical accounting work.
- Accounting and financial record-keeping principles and procedures related to public schools.
- Financial and statistical record-keeping techniques.
- Practices, procedures and techniques involved in the processing of accounts payable.
- Use and processing of invoices, purchase orders and related documents.
- Preparation, review and control of assigned accounts.
- Data processing concepts and computerized systems.
- Applicable laws, codes, regulations, policies and procedures.
- Oral and written communication skills.
- Mathematical calculations.
- Modern office practices, procedures and equipment.
- Filing methods and procedures.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of office machines, computer and assigned/specified software.

Ability to:

- Perform a variety of technical accounting duties in support of accounts payable, accounts receivable and other assigned District accounts and functions.
- Review, process, evaluate and verify invoices, purchase orders and reimbursements.
- Establish, prepare and maintain a variety of statistical and financial record-keeping files and duties.
- Assemble, organize and prepare data for records and reports.
- Verify, balance and adjust accounts.
- Compare numbers and detect errors efficiently.
- Identify, investigate and resolve financial errors and discrepancies.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively, clearly and concisely both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Understand and follow oral and written instructions.
- Work independently and with minimal direction.
- Plan and organize work to meet schedules and timelines.
- Function under pressure with many interruptions.
- Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

The minimum requirement is graduation from high school and two years of general clerical experience with emphasis in book-keeping or accounting. Public school accounting experience are desirable.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment, temperature – normal climate.
- Daily contact with District and school site staff.
- Constant interruptions.
- Work in confined quarters to work on equipment/software.
- Moderate to high stress level.

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information in person and on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read variety of materials.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.

- Reaching overhead, above the shoulders and horizontally.
- Occasionally lift and/or move up to 15 pounds
- Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; vision (which may be corrected) to read small print, dexterity of hands and fingers to operate a telephone, computer, keyboard, and hand tools; facility to hear and understand speech at normal room levels and on the telephone; physical agility to lift up to 15 pounds to work with various boxes of files or supplies.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Range: 13

Approved: June 21, 2016