



Sequoia Union High School District

Job Description

JOB TITLE:	Accounting Technician
REPORTS TO:	Director, Budget/Finance
CLASSIFICATION:	Classified – OT&P
SALARY SCHEDULE:	15.5
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	District Office
BOARD APPROVAL:	11/5/97

DEFINITION

Under general supervision, to perform complex and responsible clerical and paraprofessional financial recordkeeping, budgeting, reporting, and accounting for an assigned element of the District's accounting function; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level classification. Under general supervision, incumbents perform the full range of duties related to an entire element of the district's accounting activities, such as the Adult School. This class requires working knowledge of the principles of accounting and budgeting, and the ability to perform complex clerical and paraprofessional accounting tasks with a high degree of independent judgment. This class is distinguished from the Account Clerk II class, which is a journey-level class performing less complex clerical accounting tasks of more limited scope; and from the Accountant/Auditor, which performs broader accounting and auditing duties for District-wide accounting functions.

EXAMPLES OF DUTIES

- Maintains journals and ledgers of income, expenditures, and encumbrances; Maintains records and prepares reports of cash receipts and disbursements; and performs related financial recordkeeping operations for a moderately complex element of the district's accounting activities;
- Balances/reconciles accounts, records, reports, statements, etc. to established controls;
- Posts, adjusts, and/or transfers appropriate data to proper accounts, ledgers, records, etc., in accordance with established procedures and controls;
- Maintains files, journals, ledgers and worksheets to provide full documentation for fiscal recordkeeping systems;
- Acts as resource person and primary reference source regarding assigned accounting/program area to district and school staff, County offices, and the public; resolves problems and answers questions regarding financial reports, transactions, records, and budgets;
- Prepares and maintains budget documents for assigned area; effects budget transfers and makes adjusting journal entries;
- Establishes and maintains grant accounts; tracks and monitors expenditures; Prepares required records and reports;

- Prepares complex financial and statistical reports, statements and claims related to assigned area(s);
- Receives and accounts for cash and other revenues; prepares bank deposits and fund transfers;
- May prepare, monitor and follow up on invoices, purchase orders, requisitions and related financial documents;
- Prepares and inputs data into computerized accounting programs; generates and distributes reports;
- Operates a variety of office equipment and performs filing, typing, and related clerical tasks in support of assigned functions.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures of accounting, bookkeeping and budgeting.
- Applicable laws, codes, regulations and policies.
- General clerical office practices and procedures, including operation of common office equipment and computer hardware and software.

Skill in:

- Establishing and maintaining financial records and preparing complex forms, records, summaries and reports.
- Gathering, analyzing and reconciling financial and budget data.
- Preparing accurate budget and financial statements.
- Making rapid and accurate arithmetic calculations.
- Gathering, reviewing and evaluating data and information for compliance with established procedures and controls.
- Identifying, comprehending and resolving accounting discrepancies.
- Working independently and using sound judgment within the framework of policies, procedures and guidelines.
- Operating standard office equipment including computers and adding machines With speed and accuracy.
- Reading and writing at a level sufficient for successful performance of required duties.
- Interpreting and applying relevant laws, rules, policies and other guidelines Associated with assigned functional area(s).
- Establishing and maintaining effective working relationships with those contacted In the course of work.

A typical way of acquiring the required knowledge, skills and abilities might be:

Equivalent to graduation from high school, supplemented by college coursework in accounting, and three years of responsible clerical accounting or bookkeeping work.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to

manipulate both single sheets of paper and large document holders (binders, manuals, etc.).

- Physical ability to sit or otherwise remain stationary at work post for long periods of time.
- Physical ability to reach, bend and grasp in order to file and retrieve materials.

OTHER REQUIREMENTS

May require a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area.