

## ORANGE UNIFIED SCHOOL DISTRICT

### LEAD ACCOUNTING TECHNICIAN

#### **DEFINITION**

Under direction - supervises and participates in performing the duties of a major section in Accounting involving payroll, accounts payable, or comparable level duties in financial records and reports; assign duties, trains staff, and keeps supervisor informed on operation; and performs related duties and responsibilities as required.

#### Representative Duties

Accounts Payable: coordinates, supervises, and performs accounts payable activities; receives all invoices and completed purchase orders, matches and check details, taking appropriate action if they do not correspond or contain errors; recaps for budget control; initiates preparation of warrants, prepares register of warrants and processes through the County Office. When all approvals are obtained, mails warrants to vendors; prepares monthly vehicle reports showing mileage, gas and oil, repairs and uses, and maintains separate vehicle data on equipment serving other districts for invoicing purposes; keeps records of authorized open purchase orders; discusses, reviews, and explains activities related to warrants and invoices with vendors;

Financial Ledgers/Reporting: other financial record-keeping and financial reporting postings, involving the supervision of technical work and employees may be allocated to this class.

#### Organizational Responsibilities

Positions in this class report to the District Accountant, or similar level position, are responsible for the function of a major accounts section, perform technical accounts duties, and supervises and train a small staff of accounting clerical positions. Positions in this class initiate or assist in developing new procedures, coordinate with other District and governmental agencies, and cooperatively provide other District personnel with information and procedural advice. These positions keep the District Accountant informed on workload, operating problems, and procedures in other accounting sections or to assist or backstop them.

#### ENTRANCE QUALIFICATIONS GUIDE

##### Training and Experience – Equivalent to:

Graduation from high school, supplemented by some college level training in accounting, bookkeeping, or business administration; and

Five years of responsible office work in accounting, payroll, bookkeeping, or fiscal record keeping, involving accountability for some independent activities.

Equivalencies: Three years of experience in a California school district at the senior account clerk level may substitute for the required five years of experience. Two years of college level experience in bookkeeping, accounting or business subjects, may substitute for one year of the required experience, to a maximum of two years.

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Knowledges and Abilities

Good knowledge of: bookkeeping principles and procedures; payroll and accounts payable operations; trial balances; financial record-keeping, processing of financial records; records filing systems; English and arithmetic; operation of adding machines and calculators;

Knowledge of: school district payroll, accounts payable, and financial reporting procedures; principles of training and supervision.

Familiarity with: standard accounting procedures and terminology; audit practices; school district organization.

Ability to: make arithmetic calculations and check written and statistical records quickly and accurately; follow oral and written instructions; train and supervise personnel assigned; coordinate work details with other desks and offices; use good English and explain and communicate effectively about work in progress; take responsibility for accuracy of work completed, and cooperate with County officials.

Skills

Typing: 40 wpm

Calculators: Standard Operation

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Light Work:

Positions in this class perform work which is primarily sedentary.

Mobility:

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Other Conditions:

Incumbents of positions in this class may be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings;

Incumbents may be required to work at a video display terminal for prolonged periods.