



Fremont Union High School District

Position: Accounting Technician

Department/Site:	Business Services	Range:	112
Reports to/ Evaluated by:	Business Administrator	Work Year:	245
		Months:	12

Summary of Basic Functions & Responsibilities

Under the supervision of a Business Administrator, performs varied and complex technical accounting duties associated with processing and completing accounting transactions, monitoring budgets for special programs, and preparing financial reports using established formats. Maintains, reconciles, and prepares annual recording and allocation of fixed assets. Consolidates all accounting elements within a fund such as revenues, expenditures, accounts receivable, accounts payable, cash, fixed assets, other current accounts, and cost of services. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Prepares financial and statistical reports including the monthly and annual closing of books for, but not limited to, grants, programs or enterprise funds. Prepares periodic reports such as those for programs and interdepartmental transfers.
- Consolidates financial information from multiple locations and functions, e.g., bus passes for placing orders.
- Reconciles, audits, balances accounts, and compiles financial reports on a recurring basis to reconcile cash receipts, accounts payable, and receivable. Traces transactions through previous accounting actions to identify and correct discrepancies.
- Verifies and accounts for funds, revenues, and other assets received by the District for specified uses (e.g., conditional uses).
- Prepares and enters cash receipts and cash-equivalent amounts into holding accounts, then disburses into separate accounts by making intra-account transfers through multiple accounting software formats.
- Monitors, verifies, and corrects account codes, budget authorizations, and available and qualifying balances.
- May segregate and apply codes to certain transactions, such as accounts payable and expense reimbursement requests. Verifies correct billing.
- Researches, analyzes, resolves, and assists others with accounting transactions and adjustments such as credit memoranda, undocumented purchases and invoices, goods and services not received, returned or refund checks.
- Manipulates data management systems to produce custom, yet recurring reports, requiring a working knowledge of the relationships of financial data.
- Provides administrative support to projects and special assignments that require getting information and cooperation from other departments and vendors.
- Receives and processes applications and payments for items such as property tax exemptions reimbursements and developer fees.
- May prepare correspondence relating to assigned responsibilities.

- Assists external auditors as requested in reviewing the District's financial records, reports and transactions.
- Participates in year-end closing procedures for assigned accounting areas.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires knowledge of the principles, practices, and terminology of financial and statistical record keeping and accounting data entry practices.
- Requires knowledge of governmental and fund accounting procedures for accounts payable, accounts receivable, and disbursements.
- Requires knowledge of computer-aided accounting systems to maintain accounts, enter accounting transactions, and extract detail and summary information.
- Requires knowledge of financial statements and accounting performance (variance) reports.
- Requires knowledge of office clerical procedures and computer-aided office productivity software.
- Requires sufficient writing skills to prepare basic business correspondence, accounting instructions, and account footnotes.
- Requires sufficient math skills to compute totals, extensions, allocations, ratios, quotients, and percentages.
- Requires sufficient human relations skill to convey policies and procedures and to deal cooperatively with others on accounting transactions.
- Requires the ability to learn and apply accounting rules and procedures, sales and use tax requirements and schedules, and procedures for electronic transfer of accounting information.
- Requires the ability to learn various vendor accounting requirements and cycles.
- Requires the ability to research, compile, analyze, and interpret accounting data.
- Requires the ability to maintain accurate and retrievable files, records, audit trails and trace transactions to original entries.
- Requires the ability to perform accounting and general math computations quickly and accurately.
- Requires the ability to organize and prioritize work to meet deadlines and timetables.
- Requires the ability to work cooperatively with individuals and work teams within and outside the department, including vendors.
- Requires the ability to access and use a computer, common office productivity software, and specialized accounting software to access databases.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- Requires a High School Diploma or its equivalent supplemented by two years college level course work in accounting, finance or related field and four years accounting experience.

Licenses & Certificates

- May require a valid driver's license. Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions

- Work is performed in a District Office environment subject to constant interruptions.