

WISEBURN SCHOOL DISTRICT

ACCOUNTING TECHNICIAN

DEFINITION

Balances, monitors, and reports a wide variety of accounts for District, State, and Federally funded programs; additionally assists the Director of Budget and Accounting with work associated with district's budget projections. The Accounting Technician will work independently to perform difficult and complex accounting, auditing and technical work including preparing, monitoring and maintaining fiscal records.

ESSENTIAL DUTIES—

The duties and responsibilities of the Accounting Technician shall include but are not limited to the following:

- Answers financial questions and seeks information from other employees of other public agencies, as well as school district personnel and state representatives, vendors and the public.
- Prepares reports in such areas as budgeting, statistics, clerical accounting, purchase orders, etc. **(E)**
- Audits and adjusts source documents, budget appropriations, and similar statistical data. **(E)**
- Checks authorizations for expenditures.
- Provides director with information regarding budgets, expenses and income. **(E)**
- Recommends action to appropriate administrators based on the analysis of financial reports.
- Performs specialized and technical functions in assembling, tabulating, calculating, verifying and filing accounting and fiscally related information and data. **(E)**
- Performs complex and technical fiscal record management operations related to one or more specialized accounting and budget control functions. **(E)**
- Posts, balances, and verifies accounting and budget control records for special projects or categorical programs. **(E)**
- Prepares trial balances and financial statements, including cash flow analysis. **(E)**
- Establishes, posts and maintains journals, ledgers and variety of other accounting and budget control records, including insurances. **(E)**
- Prepares and verifies the accuracy and completeness of financial files, records and reports.
- Works with a computer-based accounting and budget control system. **(E)**
- Provides technical information to County, State and Federal agencies. **(E)**
- Prepares and analyzes ADA reports and submits reports to County and State agencies. **(E)**
- Other related duties as assigned.

Task statements coded with the letter "E" are essential elements of the positions in this class pursuant to the Americans with Disabilities Act, 1990.

QUALIFICATIONS

1. Must possess a Bachelors Degree in accounting or related field from an accredited institute.
2. A minimum of three (3) years of responsible experience in accounting or related activities.
3. Prior experience with school business related office operations highly desirable.
4. Prior experience in school bond accounting highly desirable.
5. Excellent computer skills required.
6. Knowledge of English grammar, spelling, and punctuation.

CONDITIONS OF EMPLOYMENT

Insurability by the District's liability insurance carrier.

Environment

Subject to constant interruptions.

Physical Abilities

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Persons performing service in this position will exert 10 to 20 pounds of force frequently to life, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve working or standing for brief periods.
- Accurately perceiving the sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

Reports To:

Director Budget & Accounting

Board Approved: July 11, 2013