

Coast Unified School District

Title: Account Technician

Salary Range: 12

Job Summary: Under the general supervision of the CBO, the Account Technician is responsible for providing a wide range of support for the business office.

Qualifications:

Required:

- High School diploma or equivalent
- Type or input data at 40 words per minute
- Knowledge of current office practice, procedures and basic technology.
- Ability to perform office tasks such as filing, typing and written correspondence.
- Ability to prepare schedules and coordinate meetings and/or events.
- Ability to work independently with limited supervision.
- Valid California Driver's License
- Ability to understand and carry out oral and written instructions in English
- Department of Justice and FBI fingerprint clearance
- TB Clearance

Desirable:

- Experience with safety related programs.
- Skills in operating two-way radio
- Bilingual in English and Spanish

Essential Functions:

1. Manages conference registrations and field trip requests for district staff, ensuring all documentation is completed, makes travel/transportation and lodging arrangements, and communicates with employee.
2. Coordinates facilities use throughout the district for district-related events and those of outside agencies. Includes calendaring, obtaining necessary certificates, preparing cost quote based on fee schedule. Coordinates internal related processes such as custodial services for events. Calculates fees based on need and invoices organization, receives and records payments for services.
3. Manages purchasing process for district staff including generating purchase orders, ordering, returns, tracking orders and maintaining appropriate archives.
4. Oversees accounts payable, prepares warrants as required.
5. Reconciles various credit card statements.

6. Maintains fixed asset inventory for district purchases.
7. Coordinates work permits for students.
8. Maintains district's calendar of events page on the school district website.
9. Trains and provides direction to student worker and assigns extra duties as necessary.
10. Maintains other fiscal-related files including developer fees, revolving cash account.
11. Serves as receptionist for district office, routing calls to proper departments. Investigates and resolves complaints as needed.
12. Performs other duties as required including running various financial reports on request and distributing/sorting district mail.

Physical Requirements:

1. Ability to sit for extended periods of time.
2. Ability to stand and circulate for extended periods of time.
3. Ability to communicate so others will clearly understand normal conversation.
4. Ability to bend and twist, kneel and stoop.
5. Ability to lift/carry/push/pull 25 pounds on a regular basis and up to 50 pounds occasionally.
6. Ability to reach in all directions.
7. Physical dexterity in limbs and digits to operate office machines and computers.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Supervision:

Under the direct supervision of the Chief Business Official or designee.

Approved: May 14, 2020