

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title:           **ACCOUNTING TECHNICIAN I**  
Department:            Business Department  
Reports to:             Assistant Superintendent of Business and Support Services

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#### **SUMMARY:**

Performs difficult clerical work involving the district's pupil accounting system; the preparation, review, maintenance of financial, statistical, and payroll related records; and do related work as required.

#### **ESSENTIAL DUTIES AND REPOSIBILITIES:**

- \* Provide district-wide support for all phases of the pupil accounting system; provide technical assistance regarding commonly used district hardware and software applications
- \* Prepare and process warrants for payments
- \* Audit, reconcile, tabulate and classify invoices
- \* Balance batch input totals
- \* Maintain warrant files
- \* Responsible for district purchase order processing
- \* Maintain computer files of vendors and account code lists
- \* Post encumbrances to expenditure ledger
- \* Prepare monthly warrant register information for Board meetings
- \* Prepare 1099 information for vendors
- \* Allocate charges to proper account categories
- \* Coordinate monthly and yearly pool purchase material order, including vendor contact and data entry
- \* Provide assistance to other areas in the Business Department as required
- \* Operate a wide variety of office equipment including personal computers and peripherals, 10-key calculator, and copier
- \* Attend meetings as required
- \* Other duties as assigned

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

High School graduate or equivalent and three years accounting/bookkeeping experience.

#### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before vendors, administrators and staff.

#### **MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Personal Computer and Mainframe spreadsheet experience. (Technical skills to program/repair telecommunications and voice mail equipment). Ability to communicate clearly and concisely, both orally, and in writing. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, or hear and operate a computer. The employee is occasionally required to stand; walk; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds, such as payroll reports. Specific vision abilities required by this job include close vision and depth perception.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Position demands meeting deadlines with severe time constraints.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***