

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Accounting Technician

**Pay Table:** Support

**Pay Grade:** 9

**FLSA Status:** Non-Exempt

**Job Code:** 542

**Reports to:** Director or Supervisor

### **JOB SUMMARY**

Under the supervision of the Director or Supervisor, the Accounting Technician assists with assigned duties of the District accounting function. These may include such responsibilities as the preparation and management of budgets, the development and monitoring of procedures and standards, the receipt and/or disbursement of funds, the maintenance of accounting records and files, the preparation of financial reports, and/or the auditing of financial records. The Accounting Technician will also communicate and work with other departments, school personnel, local businesses, and/or parents/guardians. This communication may be via telephone, email or in person.

### **ESSENTIAL JOB FUNCTIONS**

- Develops and manages budgets (e.g., sets up and monitors, balances, codes, loads into computer, provides user information/answers questions).
- Receives, codes and deposits funds and maintains related records and files.
- Prepares financial, auditing and other reports.
- Prepares invoices and statements.
- Monitors billings and payments.
- Balances budgets and accounts.
- Creates journal entries (for schools, departments, daycare costs, printing charges, nutrition services charges, and custodial chargeable callouts).
- Prepares and processes payroll (e.g., collects hours, codes, enters payroll information into computer, processes checks, prepares W2 and other forms, sets up deductions, submits related reports, processes payroll corrections).
- Receives and processes invoices for payment (e.g., scans, codes, inputs to computer, researches, resolves problems, answers questions).
- Processes travel requests (e.g., reviews requests for accuracy relative to conference offerings, processes checks, posts travel reconciliation to include collection of unauthorized expenditures and reimbursement as required, submits related reports).
- Maintains accounting files and records.
- Coordinates with other district functions and offices, sets up contracts, budgets,

- researches, resolves problems, etc.
- Researches and completes PA's (personnel action) including New Hire, Position Change, Transfer, Separation, and figure salary and benefits.
- Prepares and distributes agendas and minutes for various meetings and attends meetings as necessary.
- Maintains calendar and schedules conference rooms.
- Audits school and function financial records, files, contracts, attendance records, etc.
- Assists with training of district personnel in area of accounting responsibility (e.g., budgeting, coding, computer programs, purchasing card use).
- Assists with general office functions (e.g., preparing correspondence, filing, answering telephone, greeting visitors, ordering supplies).

### **MINIMUM REQUIREMENTS**

- High school diploma or equivalent.
- One (1) to three (3) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write and perform basic mathematical calculations.
- Ability to display an understanding of basic accounting.
- Ability to use small office equipment and computers.
- Ability to use word processing and spreadsheet computer programs.
- Ability to display interpersonal skills.
- Ability to accept, receive and collect payments.
- Ability to prepare and process purchase orders.
- Ability to maintain inventory and property.
- Ability to make budget recommendations, manage the budget, and determine budget allocation.
- Ability to determine individual benefit eligibility.

### **PHYSICAL DEMANDS**

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

*The Davis School District has the right to revise this position description at any time.*