

Oak Grove School District

JOB TITLE: ACCOUNTING TECHNICIAN-BENEFITS/BUDGETS

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To maintain a complete bookkeeping system as it pertains to a major departmental unit or to assist in the maintenance of the District's bookkeeping system and budget, preparation of a variety of financial documents and reports; and coordination of day-to-day data processing/accounting operations as they relate to bookkeeping functions. Employees in this classification receive general to limited supervision from a departmental supervisor or his/her designate and within a framework of standard policies and procedures. This job class requires a broad technical knowledge of all areas of bookkeeping and school accounting operations. This job class often serves as the final point of verification for calculations and information and is responsible for accurate and timely work production.

TYPICAL DUTIES:

- Maintains a bookkeeping system and accompanying records for a major operational unit within the District
- Verifies, balances, and adjusts accounts
- Maintains journals and/or subsidiary ledgers
- Collects and verifies information, calculates extensions, posts to departmental records, etc. all departmental personnel health data
- Prepares complex statistical and financial reports
- Operates data processing equipment for a variety of accounting functions; assisting other staff in the proper processing of data to create the desired reports and print outs
- Balances assigned accounts to controls
- Maintains journals, ledgers, and worksheets to provide full documentation for related record keeping systems for major departmental unit or District
- Prepares preliminary District, departmental, or special project budget estimates for income and expenditures; calculating extensions according to appropriate formulas and schedules
- Maintains accounting controls requiring the application of complex laws, rules and regulations

TYPICAL DUTIES --continued

- Answers questions that involve searching for data and detailed explanations of laws, policies, and procedures
- Plans, schedules, and supervises the flow of a considerable volume of accounting data
- Makes independent determinations on accounting and financial record keeping problems; applying appropriate rules and regulations
- Performs other related duties as required
- Reconciles monthly benefit County Office of Education reports and prepares necessary monthly JV's
- Troubleshoots and communicates to all employees regarding health benefits
- Enrolls all new employees
- Interprets contracts from health providers in relation to benefits and costs
- Interprets employee contracts in relation to benefits
- Coordinates open enrollment
- Approves budget numbers
- Processes worker's compensation claims
- Prepares and files OSHA reports

MINIMUM QUALIFICATIONS:

- Knowledge of proper office methods and procedures
- Knowledge of methods and procedures used in government fund accounting and double entry bookkeeping through trial balances
- Knowledge of data processing as it relates to financial record keeping

MINIMUM QUALIFICATIONS - continued

- Skill to understand and carry out a variety of complex directions without continuous supervision
- Skill to maintain a complete set of accounts/bookkeeping system
- Skill to perform arithmetical calculations accurately and rapidly
- Skill to establish and maintain complex financial records and to prepare accurate financial summaries and reports
- Skill to assemble, organize, and analyze data in an effective and useful manner
- Skill to reconcile differences within the record keeping system using mathematical skills and an understanding of the record keeping system and related transactions
- Skill to type accurately
- Skill to operate office machines and equipment including computer terminal, calculator, copy machine
- Skill to communicate effectively in both oral and written form
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties