

OXNARD UNION HIGH SCHOOL DISTRICT

CLASS TITLE: SENIOR ACCOUNT TECHNICIAN

DEFINITION:

Under the direction of the Director of Fiscal Services, performs accounting work involving financial and statistical record keeping in an assigned area, such as, accounts payable, or accounts receivable.

STATEMENT OF TYPICAL DUTIES:

- a. Processes payments to vendors using the District's financial system; verifies payment information submitted by schools and departments; monitors purchases for compliance with laws and District policies.
- b. Reconciles bank accounts with financial system information.
- c. Processes and monitors accounts receivable to ensure timely and accurate payment; maintains accounts receivable files; calculates District developer fee rates as necessary.
- d. Determines and inputs General Ledger entries; serves as central point of contact on monthly financial reports.
- e. Helps maintain fixed asset system; monitors purchases to ensure all items are added to fixed asset system, if necessary; reviews department documentation and enters new assets into system; and processes asset transfers.
- f. Reviews vendor invoices for correct pricing of authorized merchandise; ensures that purchases are in accordance with contract terms and conditions; approves vendor payments after verification; identifies unauthorized product substitutions and takes corrective actions with vendor and receiving department; calculates discounts.
- g. Maintains central contract, bid listings and other computer databases.
- h. Interacts with District staff on telephone and in person; provides assistance to District staff regarding accounting questions; effectively manages time to accomplish multiple tasks within specified time frames.
- i. Processes utility payments; makes decisions regarding payment arrangements, bill adjustments, and small dollar write-offs; prepares written responses to customer inquiries; communicates effectively verbally and in writing; performs mathematical calculations.
- j. Applies customer service principles to review work for process improvements and makes recommendations for increased efficiency in a team environment; makes sound business decisions to proactively/reactively resolve problems.
- k. Assists homeowners and developers with questions regarding developer fees; reconciles cash receipts; prepares cash deposits; balances monies received.

- l. Processes sales tax returns.
- m. Responds to and resolves employee and vendor inquiries and complaints.
- n. Performs related duties and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Accounting principle practices and terminology.
- Detailed mathematical calculations.
- Techniques of courteous and effective customer service.
- Word processing, spreadsheets and computerized financial systems and/or customer information systems.
- Applicable sections of State Education Codes and other federal, State, County and District laws, policies, rules and regulations.
- English usage, spelling, grammar, and punctuation.
- Record keeping techniques.

Ability to:

- Learn and apply district policies, fee structures, applicable laws and regulations relating to area of assignment.
- Exercise sound judgment in the application of District policies and procedures.
- Explain applicable District policies and procedures to the employees, vendors, the public, and others contacting the District.
- Work well with others in a team environment and appropriately and effectively handle sensitive issues with managers, peers and the public.
- Learn to enter data and effectively use as a tool the computer application system applicable to area of assignment (i.e. Softerm, Escape, Excel, Word, Access).
- Operate a personal computer and other standard office equipment.
- Communicate clearly both verbally and in writing.

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in bookkeeping, accounting, business, or a related field. An Associate's degree in Accounting is highly desirable.

Experience:

Three years of increasingly responsible technical service in accounting or another closely related field.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

District office environment.

This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.