

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORK DAYS
B	2	3	260

JOB TITLE	CONTRACT REFERENCE
Accounting Technician	Clerical

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Accounting Supervisor	June 2020

JOB SUMMARY

Perform a variety of departmental accounting functions, provide customer support for vendors and staff, and provide administrative support for the finance office.

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Performs a variety of departmental or program accounting functions, which may include: administering accounts payable; administering accounts receivable; processing requisitions; tracking and reconciling account activity and/or, performing other related activities.	50%
2.	Communicates with vendors concerning invoice and statements. Follows up on overdue payments and other problems concerning vendors. Ensures vendors have correct billing information, tax-exempt status and certificates. Maintains W-9 forms and information to ensure 1099's are sent to vendors.	5%
3.	Perform general accounts analysis and reconciliations, including insurance and benefits; works closely with human resources to verify insurance calculations.	20%
4.	Participates in developing, preparing, and tracking a variety of fiscal documents and information, which may include: budgets, contracts, grants, credit card purchases, charge backs, petty cash, expenditures, deposits, cash sales, and/or other related items.	10%

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CONTRACT REFERENCE

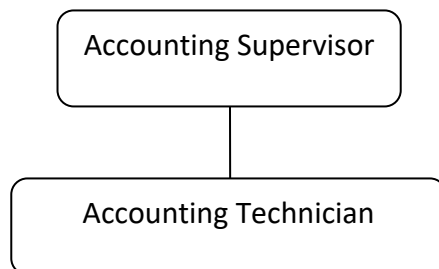
Clerical

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5.	Prepares bank deposits for business office; Distributes business office mail; Perform such other accounting, financial, or administrative tasks as may be required	8%	
6.	Prepares accounts payable schedules for annual audit. As directed, assist auditors during the annual district audit.	2%	
7.	Provide backup to Payroll Specialist when needed. Works with Payroll Specialist to facilitate payroll processing and balancing.	5%	

QUALIFICATIONS (Specific training or job experience required before appointment)

1. A.A. degree preferred; experience can be substituted for education with some applicable post-high school training in accounting plus limited to moderate experience (1-3 years) in any of the major areas of responsibility.
2. Highly developed skills and demonstrated proficiency in the use of spreadsheets, word processing, and financial software systems.
3. Experience in school district finance, UFARS, and financial accounting desired but not required.

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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Accounting Technician

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CONTRACT REFERENCE

Clerical

PHYSICAL FACTORS

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.