



LOMPOC UNIFIED SCHOOL DISTRICT

ACCOUNTING TECHNICIAN

JOB SUMMARY:

Under the direction of the Director-Fiscal Services, process, record, update and reconcile financial, information; respond to concerns and issues within assigned area of accounts receivable and accounts payable; provide information, instructions, and support to employees and providers; maintain confidential records; ensure compliance with mandated requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process accounts receivable as assigned; collect, receive, code and verify incoming monies; prepare and process receipts; check money totals against receipts and invoices to assure accuracy; prepare and distribute bank deposits as required; prepare invoices and arrange for billings as directed.
- Maintain a variety of manual and electronic files and records including contracts, purchase orders; claim files; prepare a variety of written materials and electronic financial information such as accruals, 1099's, claims and reimbursement requests, journal entries, billing notices, budget adjustments, salary projections, provide references; convey information and comply with established financial, legal and administrative requirements.
- Receive, process, sort, code and file purchase orders, claims, requisitions and invoices as assigned; prepare invoices for payments; verify invoices and match with purchase orders, checks and receivers; maintain contact with vendors to modify and clarify invoices and resolve discrepancies.
- Assist designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare and revise budgetary data.
- Process assignment-related data including billings, cash reconciliations, warrants, manual warrants; update and distribute information; authorize documents for processing; comply with established accounting practices.
- Reconcile a variety of financial data including bank statements, blanket purchase orders, maintain accurate account balances; ensure compliance with established accounting practices by assigned activities.
- Compile a variety of financial information related to work assignments such as tax records, accrual data, vendor information, free and reduced lunch data; provide required documentation and processing information.
- Research discrepancies of financial information and documentation such as purchase orders, invoices, budgeted accounts, actuals; ensure the accuracy and adhere to established procedures prior to processing.
- Reconcile and maintain accurate account information and documentation.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

- Operate a variety of office equipment including a calculator, copier, computer and assigned software.
- Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials. Prepare related reports for the Board as assigned.
- Participate in unit meetings, in-service training, seminars, and workshops; convey and gather information required to perform functions.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: two years of college-level training with specialized course work in accounting, bookkeeping or related field and two years increasingly responsible experience in the preparation and maintenance of financial and statistical records utilizing accounting management software.

Knowledge of:

- Methods, procedures, and terminology used in clerical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation, review, and control of assigned accounts.
- Preparation of financial statements and comprehensive accounting reports.
- Data control procedures and data entry operations.
- Modern office practices, procedures, and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Arithmetic computations.

Ability to:

- Perform a variety of complex clerical accounting duties in support of assigned accounts and functions.
- Prepare and maintain accurate financial and statistical records and reports.
- Verify, balance, and adjust assigned accounts.
- Compare numbers and detect errors efficiently.
- Reconcile, balance and audit assigned accounts.
- Assemble, organize, and prepare data for records and reports.
- Process and record accounting transactions accurately.
- Prepare and reconcile statements, ledgers, balance sheets and other financial documents.
- Operate standard office equipment including a computer and assigned software.
- Understand and follow oral and written instructions.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working and cooperative relationships with others.
- Make arithmetic computations with speed and accuracy.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Constant interruptions.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Board Approval Date: February 14, 2023

Salary Range: 39