

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of the Chief Business Officer, perform a variety of technical accounting duties in support of accounts payable and receivable functions; process, evaluate and assure accuracy of invoices; maintain, audit and reconcile assigned accounts; prepare, maintain and assure accuracy of various financial records and reports; answer phones and greet and assist students, parents, staff and visitors.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical accounting duties in support of accounts payable and receivable functions; prepare and collect invoices and purchase orders; process payments and obligations for the District; perform accounts receivable duties for various departments as assigned and prepare various payments for deposit according to established guidelines.

Process, evaluate and assure accuracy of invoices; check invoices and match with purchase orders and receivers; contact staff and vendors to verify invoices; issue and distribute appropriate payments to purchase orders; assure proper documents have been received for payment and adhere to established auditor guidelines and procedures; generate requisitions as needed.

Perform a variety of general clerical and reception duties in support of the business office; serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate; greet and assist students, parents, staff and visitors; respond to inquiries and provide a variety of general information to personnel, students, parents and the general public; receive, sort and distribute mail as assigned.

Maintain, audit and reconcile assigned accounts; assemble, match, sort, tabulate, check and post a variety of financial and statistical data including expenditures; review, adjust and assure accuracy of journal entries; balance and adjust accounts according to established guidelines and procedures as assigned; scan and upload documents as requested for auditors at County office.

Research, compile, prepare and revise accounting data regarding assigned accounts; prepare and maintain a variety of auditable financial records, reports and files related to accounts, expenditures, statements, invoices, payments and assigned activities; maintain records of balances, deposits and checks for various District school sites as assigned.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; provide information and support to personnel regarding information for purchases, purchase orders, budgets and requisitions; answer vendor inquiries and provide information on payment status and invoices received.

Incumbents may be required to provide oral and written translation and interpretation services between English and a designated second language as assigned by the position.

Compile, research and evaluate variety fiscal information related to assigned fiscal functions; assemble and distribute related materials; assure mandated reports are submitted to appropriate agencies according to established time lines.

Assist with checking out District credit cards according to established procedures; maintain records for District credit cards and verify the approval of related purchase orders; assure required credit card paperwork has been submitted according to established procedures.

Visit assigned District sites and collect monies and payments received; drive a vehicle to conduct work.

Prepare and process bank deposits as assigned; compile payments received; verify that payments match receipts; issue and mail checks to County Treasury according to established procedures as needed.

Operate a variety of office equipment including a calculator, copier, fax machine, money counter, postage machine, folding machine, envelope stuffing machine, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and techniques involved in the processing of accounts payable and receivable.

Methods, procedures and terminology used in technical accounting work.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Preparation, review and control of assigned accounts.

Data control procedures and data entry operations.

Telephone techniques and etiquette.

Policies and objectives of assigned programs and activities.

Correct English and designated second language usage, grammar, spelling, punctuation and vocabulary.

Use and processing of purchase orders, invoices and related documents.

General accounting and business functions of an educational organization.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Arithmetic computations.

ABILITY TO:

Perform a variety of technical accounting duties in support of accounting and accounts payable functions.

Process, evaluate and assure accuracy of invoices.

Assure accurate and timely payment of organizational financial obligations.

Utilize an assigned computer system to input data, maintain automated records and generate

- computerized reports.
- Maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive accounting reports.
- Assure accurate processing, coding and verification of invoices.
- Provide oral and written translation and interpretation from English to a designated second language.
- Verify, post, reconcile, balance and adjust assigned accounts.
- Process and record accounting transactions accurately.
- Identify, investigate and resolve financial errors and discrepancies.
- Assemble, organize and prepare data for records and reports.
- Compare numbers and detect errors efficiently.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Make arithmetic computations with speed and accuracy.
- Operate standard office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level coursework in accounting and two years of clerical, financial or accounting experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Incumbents in this classification may be required to speak, read and write in English and a designated second language and pass an oral and written proficiency test in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting and standing for extended periods.
- Lifting and carrying light objects.
- Reaching overhead and above shoulders to retrieve files.
- Bending at the waist, kneeling or crouching to retrieve and store files.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017