GATEWAY UNIFIED SCHOOL DISTRICT

4411 Mountain Lakes Boulevard
Redding, CA 96003

JOB DESCRIPTION: GREAT PARTNERSHIP ACCOUNTING TECHNICIAN

DEFINITION

Under the Supervision of the Director of GREAT Partnership, performs technical accounting functions; assists in budget preparation, report preparation; purchasing, data collection, data entry and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a classified position requiring a high degree of organizational, planning and general business skills which will be used to provide the best possible support services.

ESSENTIAL FUNCTIONS

- Act as liaison for GREAT Partnership with Gateway USD in regards to business related activities.
- Assist with GREAT Partnership administrative tasks.
- Assist with the development, adjustment and provide oversight of GREAT Partnership budgets.
- Review correspondence for financial and operational compliance issues.
- Accounting assistance for GREAT Partnership such as, but not limited to, audit support, report preparation, build/monitor budgets, administration consultation, provide detailed analysis and application of cost allocations, process related journal entries, etc.
- Generating purchase orders in a timely manner as purchase order requests are submitted; insure program approval.
- Receive, audit and process invoices for payment; verify proper budget account numbers.
- Process immediate pay requests as needed.
- Maintain permanent file of purchase orders and paid invoices.
- Maintain records of all approved contracts and insure timely payments.
- Prepare accounts receivable invoices.
- Assist with attendance monitoring and compliance reports.
- Assist with data collection and data entry.
- Attends in-service training, provides in-service training as required.
- Ability to drive own vehicle as necessary to complete assigned duties and responsibilities.
- Performs other related duties as assigned.

REQUIREMENTS

- Must be proficient in Excel
- Pass the General Clerical Exam administered by the district at the 70th percentile or above.

QUALIFICATIONS

Knowledge of:

- Fiscal practices and procedures.
- Fiscal record keeping principals and procedures.
- School district accounting.

QUALIFICATIONS

Ability to:

- Understand office practices, procedures, and techniques.
- Perform a variety of routine, difficult clerical and record keeping work requiring exercise of judgement and knowledge of subject.
- Operate modern office equipment.
- Effectively use computer hardware and software applicable to assignment.
- Prepare fiscal, financial and narrative statements and reports in a clear and concise manner.
- Establish and maintain cooperative working relationships.
- Understand and carry out oral and written directions.
- Communicate effectively with staff with a broad range of experience and knowledge.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

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

Experience:

- Two years of responsible experience in financial or statistical record keeping.
- Previous work in a school district setting preferred.

Education:

- High School diploma or the equivalent, supplemented by coursework or training in payroll accounting and business practices and procedures.
- AA degree in accounting, business or related field preferred.