

**27J SCHOOLS
CLASSIFIED JOB DESCRIPTION**

Job Title: Accounting Technician
Date Prepared or Last Modified: November 10, 2017, Reviewed December 2020
Work Year: 12 months
Department: Finance
Reports To: Finance Director

SUMMARY: Performs financial related tasks in support all areas of the Finance department by providing varied and general duties in most of the following areas: finance, data entry, office support, office administration and customer service. Supports the proper entering, revising, tracking, maintaining and/or retrieving of data on a computer system; word processing and/or revising correspondence; answering phones; distributing mail. Maintains appropriate department files and records. Develops and promotes positive communications with coworkers, administrators, community members and school staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

D/M	30%	Assist Finance Director with preparation and entry of adjusting journal entries, and preparation of account reconciliations as it pertains to the monthly accounting close. Provide direct assistance to any data entry necessary for monthly processes within the accounting cycle, to include assistance with updating monthly close and checklists as advised by Finance Director.
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D	30%	Assist Finance Director to compile necessary reports and documents as requested during the interim and year end audit. Research and provide necessary data and reports in response to audit inquiries in coordination with Finance Director. Also provide assistance in providing data in support of the compilation and preparation of the CAFR.
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M	5%	Create new vendors in the financial system. Verify W-9 and PERA related retirement information and document vendor's tax status for 1099 and PERA compliance.
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D/M	5%	Assist CFO in data entry and reporting for the 27J Education Foundation.
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D	10%	Assist the Finance Director in the preparation of the annual financial report for the Capital Facilities Fee Foundation.
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D	15%	Provide backup assistance and coverage for other areas within Finance, specifically to the positions reporting to the Finance Director.
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D	4%	Monitor and maintain the District's fixed assets/property accounting in ALIO, including depreciation.
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Ongoing	1%	Performs other duties as assigned.
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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent.
EXPERIENCE: Minimum of 1 year general office experience.

***SKILLS, KNOWLEDGE, & EQUIPMENT:** Must possess good oral and written communication skills, good interpersonal, and microcomputer skills. Technical knowledge and experience with computerized accounting systems. Operating knowledge basic office equipment and Internet based software applications. Knowledge and experience with MS Office Excel required for hire. Experience with General Ledger software preferred at the time of hire, but not required. Operating knowledge of ALIO software within 3 months of hire.

CERTIFICATES, LICENSES, & REGISTRATIONS: None required.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities. Acts a resource for others in the Finance Department.

JUDGMENT AND DECISION MAKING: Work is assigned by the Finance Director based on the content of the assignment in accordance with the job description. Supervisor is always involved in decision making.

DIVERSITY OF DUTIES: Requires cross training in accounting, bookkeeping, accounts payable, general ledger, district operations and organization, MS Office Excel, accounting software, and ALIO. Ability to develop and maintain positive, collaborative working relationships with district staff. Works on a daily basis with schools/departments within the district.

SAFETY TO SELF AND OTHERS: No safety issues resulting in an injury.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands or arms. There are no lifting requirements associated with this position. There are no special vision requirements associated with this position.

WORK ENVIRONMENT: The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, evaluate and use interpersonal skills. Frequently required to compile and negotiate.