



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Accounting Technician

JOB SUMMARY

Under general supervision, performs a variety of technical and complex accounting duties in support of assigned District accounts and functions; maintains, reviews and adjusts assigned accounts; processes, records and audits various transactions; prepares and maintains a variety of manual and automated financial and statistical records, reports and statements.

CLASS CHARACTERISTICS

These are fully skilled bookkeeping positions requiring a working knowledge of one or more specific areas of the District's accounting functions. Positions require the exercise of significant initiative, analytical ability and independent judgment in the development of necessary procedures and the resolution of problems. Accurate, complete and timely work products within defined time schedules are expected.

REPRESENTATIVE DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Receive and process to the County checks the District receives as payment for services performed and/or provided;
- Maintain accounts for, invoice, collect, and deposit funds for leases and use of facilities of District properties;
- Answer and/or research and respond to inquiries regarding assigned area(s) of responsibility;
- Provide for the proper processing of accounts payable/accounts receivable; Process requests for payments to vendors/others who have provided goods and services to the District;
- Prepare financial records, assuring proper financial controls and practices in conjunction with accepted accounting principles;
- Establish and maintain accurate records and files;
- Assist with year-end closing activities such as accruals, reports, journal entries and files as assigned;
- Using the county payroll system, reconcile data, including quarterly and/or year-end wage and tax reporting;
- Process/reconcile salary, statutory fringe, medical and dental/etc. benefits for employees and retirees including insurance premium payment records;
- May process expense and budget transfers to ensure proper accounting of line item budget.

Other Related Duties:

- Research, gather, compile, tabulate, compute, verify, type and file financial, payroll, statistical and student demographic data and records and prepare reports there from;
- May provide guidance to ASB clerks according to assigned area of responsibility;
- Prepare invoices for reimbursement of substitute cost, transportation cost and payroll cost;
- Assist in balancing fixed asset accounts;
- Prepare various monthly reports for District Office, County Department of Education, special projects etc.;
- Assist and consult in the preparation of reports and on unusual situations involving deviation from established financial policy or precedent;
- Post and maintain income/expenditure records for ASB funds for all District schools, and other funds as directed;
- May be called upon to: Check and keep a variety of payroll deductions, process documents related to District payroll, answer questions and give out information regarding payroll, code timesheets and prepare for payroll input.

SUPERVISION

General supervision is received from a District administrator. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Methods and practices of bookkeeping, financial record keeping and reporting, monitoring and control;
- Preparation, maintenance, verification and processing of accounts receivable and accounts payable documents;
- General accounting and business functions of an educational organization;
- Preparation of financial records and accounting reports;
- Data processing systems, and financial software;
- Legal and procedural aspects of special fund accounting;
- Financial and statistical reporting;
- Business math;
- Modern office practices, procedures, terms and equipment including basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- English usage, spelling, grammar and punctuation;
- Business office telephone techniques and etiquette.

Ability to:

- Work independently in developing record keeping procedures to meet defined objectives;
- Perform complex technical accounting duties in the preparation, processing and maintenance of District accounts and functions;
- Make arithmetic calculations with speed and accuracy;
- Identify, analyze and resolve bookkeeping, budgeting or financial situations and problems;
- Review, check, verify the accuracy of data;
- Perform general and statistical clerical work;

- Operate a wide variety of office equipment associated with making calculations and bookkeeping including the use of a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, database, email and internet computer applications;
- Rapidly learn the computerized accounting system and/or other job specific software systems;
- Read, understand, and apply District budget, accounting, and fiscal procedures and policies;
- Follow written and oral instructions;
- Work under pressure of constant deadlines with frequent interruptions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS

Education:

- High school diploma or equivalent.

Experience:

- Two (2) years of responsible bookkeeping/account record keeping experience, preferably in a California public school district or public agency.

LICENSES REQUIRED

May be required to possess a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, calculator, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff; frequently works without guidance from immediate supervisor. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions.

Physical Demands:

While performing the duties of the job, the incumbent is continuously required to talk, hear, sit, and use repetitive motions of the wrists, hands, and fingers. The position frequently requires reaching, gripping, and grasping. The incumbent may occasionally stand, walk, lift, carry, and stoop; rarely push, pull, kneel, crouch, and crawl. The work involves little to light physical efforts; frequently exerts less than 10 pounds of force; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 37

Classified Bargaining Unit

Revisions effective 5/13/04, 1/8/09, 11/14/13

Job Description Review and Revisions Effective: 4/14/16