



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CLASSIFIED JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>SITE ACCOUNTING TECHNICIAN</b>	
<b>REPORTS TO:</b>	School Principal	<b>SITE &amp; WORK YEAR:</b>
<b>CLASSIFICATION:</b>	Classified Bargaining Unit	BHS, CHS & MHS - 10.5 Months
<b>SALARY:</b>	Range 143 – Classified Salary Schedule	AHS, HHS & SMHS – 12 Months
<b>APPROVED BY THE BOARD OF TRUSTEES:</b> <u>June 9, 2022</u>		

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### JOB SUMMARY:

Under general supervision, perform complex accounting, auditing, and bookkeeping work related to general ledger accounting, hard accounting protocols, and accounting for Associated Student Body (ASB) funds. This may include accounts payable, accounts receivable, purchasing, cash management, budget transfers, inter-fund transfers, reconciliations, reporting and payroll preparation and financial reporting. The incumbents in this position are responsible for monitoring large amounts of cash and various school site funds. The incumbent must exercise excellent judgment and problem solving skills. A high degree of accuracy within established time frames must be met. Perform other related duties as assigned.

### ESSENTIAL FUNCTIONS:

1. Maintain financial books including but not limited to, ledger systems.
2. Manage and process all aspects of ASB accounting functions according to FCMAT and District policy and procedures.
3. Prepare financial reports, deposits, annual financial statements and budget material and accept reasonability for the collection and recording of data necessary for all required reports.
4. Prepare and balance journal entries and accounting corrections, and verify ledger entries as needed.
5. Post, assemble tabulate, and compare financial data.
6. Audit cash disbursements and cash receipts for internal control.
7. Review and discuss accounts with Principal Athletic Director, Activities Director, Department Chairs, Club Advisors, Vendors, Students, Parent Group and Organizations.
8. Monitor, reconcile and allocate budget transfer to administration, ASB, athletics, grants, donation, scholarship funds to all school accounts.
9. Act as primary resource person and reference source regarding the handling of student body and District funds.
10. Coordinate ordering and purchase items with respect to site budgetary limitations.
11. Prepare check and/or process warrants, invoices, requisitions, purchase orders and similar fiscal documents.
12. Request, receive, process all quotes, contracts, W9s, Certificate of Insurance or any other documents from vendors.
13. Reconcile District records with site records.
14. Input and prepare various reports as required.
15. Monitor and manage a District online accounting database; track and monitor District budgets that fund work performed by staff that is submitted on time sheets.
16. Sell bus passes; and work closely with District departments to insure proper categorization and payment for those students with special circumstances.
17. Perform other related duties as assigned by site principal.

**Employment Standards:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

**QUALIFICATIONS:**

**Education/Training Experience**

- Equivalent to completion of an AA degree in related field or three (3) years of financial experience.

**KNOWLEDGE OF:**

- Principles, practices, and procedures of accounting and bookkeeping and budgeting.
- Applicable laws, codes, regulations and policies regarding the handling of student body funds.
- Word-processing programs, including but not limited to all Microsoft Office products; spreadsheets and databases; and financial online databases.
- General clerical office practices and procedures, including operation of common office equipment and computer hardware and software.

**ABILITY TO:**

- Interpret and apply relevant laws, rules, policies and other guidelines associated with assigned functional area.
- Establish and maintain accurate financial records and prepare forms, records, summaries and reports.
- Reconcile financial data and transactions.
- Manage large budgets and all financial affairs at the school site.
- Gather, review and evaluate data and information for compliance with established procedures and controls.
- Attention to detail and accuracy.
- Work independently and using sound judgment within the framework of policies, procedures and guidelines.
- Communicate effectively, verbally and in writing, with a variety of people (staff, students, parents, vendors, etc.) while multitasking and prioritizing work.
- Make rapid and accurate arithmetic calculations.
- Operate standard office equipment including computers and adding machines with speed and accuracy.
- Establish and maintain effective working relationships with those contacted in the course of work; and work productively and cooperatively with others of diverse cultural and socio-economic backgrounds.
- Remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Organize and prioritize work to meet deadlines and timetables.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

- Ability to sit for extended periods of time.
- Ability to read hand-written and fine printed materials.

- Ability to hear conversation in person and on the telephone.
- Ability to speak in an understandable voice.
- Ability to operate a computer keyboard, copier, calculator and related office equipment.
- Ability to lift up to 20 pounds.
- Ability to work in moderate to high noise level environment.

**OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):**

- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

Click on the links below to view our District's Racial Equity Policy and Regulation.

- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)
- [Equity Flyer](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.