

ACCOUNTING TECHNICIAN

DEFINITION

Under direction, maintain complex financial or statistical records; monitor program budgets and prepare financial statements; and do other related work as required.

EXAMPLES OF DUTIES

Assist in the development of budgets and monitor, verify, balance, accrue, adjust, and maintain various accounts and financial records requiring the use of independent judgment; post, assemble, file, tabulate and compare statistical or financial data; perform data entry into financial data base; prepare reports utilizing computer spreadsheet applications; make arithmetical calculations; compile data and prepare a variety of reports for both internal and external use; monitor and control budget expenditures; set up and maintain a variety of accounting documentation such as a general ledger, support registers and journals; balance expenses to appropriate ledger accounts; resolve or assist in resolving discrepancies in accounting data; set up, maintain and submit program worksheets; make appropriation and expenditure transfers as directed; notify appropriate District personnel of expenditure and account balances and of any problems encountered; may deposit monies and reconcile monthly bank statements; maintain and reconcile revolving fund accounts; maintain accounting records in auditable condition; perform related duties of equal complexity as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Laws and regulations applying to school district accounting operations as delineated by the California School Accounting Manual and the State Education Code;
Standard methods, practices and terminology used in bookkeeping and financial recordkeeping;
General office practices, procedures, and terminology;
Double entry bookkeeping methods and complex mathematical computing and record checking;
Financial and fiscal report preparation and format;
Standard office machines, equipment, and computers.

Ability to:

Independently prepare financial statements, summaries, and reports;
Make mathematical calculations and verify computations with speed and accuracy;
Effectively operate standard office equipment, including computer and peripheral equipment;
Understand and follow oral and written instructions;
Work with a minimum of supervision;
Complete routine tasks willingly;
Learn and adapt to new procedures, systems, and policies;
Remain flexible under the pressure of a heavy workload and critical deadlines;
Learn and interpret specific laws, District regulations and policies, and apply them with good judgement in a variety of procedural situations;
Communicate effectively orally and in written form;
Analyze situations and adopt an effective course of action or resolution;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type accurately from clear copy. Proficient operation of standard office equipment including computer and peripheral equipment. Proficient execution of spreadsheet applications.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in accounting, budget planning, business management, or closely related fields.

Experience:

Three years of responsible accounting and fiscal record management and reporting experience, preferably including one year of program fund accounting and management.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strengths:

Work may involve lifting objects up to 50 pounds. Physical dexterity in limbs and digits necessary to operate general office equipment.

Pre-placement Physical: Class I