

Position: Accounting Technician III, Student Body Accounting	FLSA: Non-exempt
Department/Site: Financial Services	Salary Grade: 20
Evaluated by: Director of Financial Services	

OVERALL OBJECTIVE AND SUMMARY

Under the general supervision of the Director of Financial Services to perform complex accounting, analytical and technical work involving working directly with the school sites in managing and accounting for student body funds, and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participates in the research, collection and compilation of data for financial and statistical reports, projections, estimates, and studies.
- Reviews and analyzes student body financial reports and statistical data, and assists in the preparation of written reports on findings.
- Provides technical assistance to ensure correct application of appropriate regulations, laws, and guidelines.
- Resolves problems and discrepancies and makes revisions as necessary in compliance with established policies and procedures.
- Reviews and verifies data and reports prepared by school site staff.
- Provides technical accounting support to all school sites in the area of student body funds.
- Maintains the general ledgers for all elementary site student body funds.
- Conducts examinations to ascertain the reliability and integrity of information, compliance, and the safeguarding of assets in the area of student body funds.
- Assists Director in developing department procedure manuals and handbooks.
- Develops complex computer aided models used in the preparation of various reports, projections, and analyses.
- Makes oral and written recommendations to the Director of Financial Services regarding review activities, policies and procedures; makes recommendations, and provides for appropriate follow-up.
- Disseminates information through proper channels of authority.
- Performs check writing, deposits, and ASB purchase orders for elementary sites.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Accounting practices and procedures.
- Research, data collection and financial analysis, and preparation of reports and financial documentation.
- Preparation, maintenance, verification, and processing of accounting records.
- Auditing and financial research and analysis procedures.
- Financial and statistical record keeping techniques.
- Office practices, procedures and equipment, including filing systems, letter and report writing.
- Personal computer based software programs that support this level of work, including but not limited to, word processing, spreadsheet, and data entry onto custom data bases.
- Interpersonal skills using tact, patience, and courtesy.
- Proper English usage, grammar, spelling, punctuation, proofreading/editing, and mathematics skills.
- Terminology, policies, practices and procedures of the area to which assigned.
- Departmental procedures and standing instructions related to work performed.
- Telephone techniques and etiquette.
- Oral and written communication skills.

Ability to:

- Reconcile, balance, and examine assigned accounts.
- Plan and organize work to meet schedules and timelines.
- Work independently with little direction.
- Apply policies and procedures to the assigned duties and responsibilities of the position.
- Enter data onto standardized formats using computerized data base programs by basic keyboarding or 10-key skills and calculators.
- Operate general office equipment.
- Perform arithmetic operations quickly and accurately.
- Prepare and process financial, statistical, accounting and purchasing documents, records, and materials.
- Maintain accurate financial and statistical records.
- Process and record accounting transactions accurately.
- Work occasional evenings and/or weekends.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing in a clear and concise manner.
- Direct and coordinate the work of others.
- Detect and correct errors or omissions.
- General ledger maintenance and monitoring.
- Establish and maintain cooperative and effective working relationships with others.
- Type at a minimum rate of 40 words per minute from clear, legible copy and pass a qualifying skills test.

### PHYSICAL ABILITIES

This position:

- Requires sufficient hand coordination to use a keyboard for routine typing and data entry and arm/hand movements to retrieve work materials.
- Requires visual acuity sufficient to recognize numeric and alpha characters, and operate a variety of general office equipment.
- Involves light work including some walking, standing, stooping, occasional carrying and lifting of lightweight materials.
- Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations.

### EDUCATION AND EXPERIENCE

High School diploma or equivalent plus three years of higher level education with emphasis in bookkeeping required. Four years experience in an accounting environment with at least two years of general ledger accounting is desired. Additional experience may substitute for higher education.

### LICENSES AND CERTIFICATES

Typing certificate for 40 wpm.