BUENA PARK SCHOOL DISTRICT

ACCOUNTING TECHNICIAN II - PURCHASING

DEFINITION:

Under the general direction of the Director of Fiscal Services and/or Fiscal Service Manager, perform and assist independently technical and clerical duties relating to accounts receivable, accounts payable, purchasing, payroll, employee benefits; maintain District inventory records; prepare recommendations and a variety of documents; and other complex District accounts, projects, and related work as assigned.

EXAMPLES OF DUTIES:

Coordinate the District accounts payable function; prepare invoices for payment, input information to the computer, print warrants, registers, reports, and prepare various reports and records as directed by Board and District policies; perform duties related to the purchase, routing, tracking and delivery of supplies, materials, equipment, services and contracts; analyzes and compares prices, quality, specifications and delivery dates to determine and make recommendations; coordinates the accounts receivable function; prepare receipts for incoming monies, prepare bank deposits and prepare abatement report for submission to County; transfer bank funds appropriately to the County; maintain the revolving fund for the District; prepare checks manually, reimbursing fund to maintain adequate balance according to District policy; assist with duties related to payroll; analyze purchase requisitions to inventory status, perform inventory tagging and recording process for fixed and capitalized assets; collaborates with personnel inside and outside of the organization to exchange information and resolve issues or concerns; complies with applicable federal, state and education laws; maintain spreadsheets and files related to assigned duties, including but not limited to warrants, contractors, consultants, leases and other vendors as required; assist the Human Resources Department as necessary with benefit accounting and invoicing functions; prepare insurance payment schedules and invoices for payment; provides a variety of records including complete payment records on contractors, payroll employee benefits and payments from retirees; supply insurance companies and County with proper back-up for payments; reviews and monitors all assigned reports, statements, and orders for accuracy; performs all other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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 class. Additionally, the duties listed above are intended to provide examples that demonstrate the scope, complexity, and the higher degree of independence in decision-making of incumbents. It is not the intention to imply that the duties listed are to be assumed by a single incumbent; rather, to be assigned to multiple incumbents at the level of Accounting Technician II.

QUALIFICATIONS:

Knowledge of:

Methods, practices and procedures, policies and regulations related to school district accounting and financial records management of modern office practices, procedures, equipment and software systems; record-keeping techniques with respect to financial, payroll, inventory, asset determination, and fringe benefit records; applicable sections of State Education Code and IRS requirements, Board Policies, Collective Bargaining Agreements; interpersonal skills using tact, patience and courtesy; telephone and electronic communication techniques and etiquette; oral and written communication skills; bookkeeping, accounting and fiscal planning and management systems and procedures.

Ability to:

Perform the essential functions of the job with or without reasonable accommodations; adhere to assigned work schedules and all applicable employment rules and regulations; perform responsible duties related to financial, payroll, inventory, asset determination and record-keeping, and employee benefit accounting; learn quickly applicable sections of the current collective bargaining agreements, State Education Code, Board Policies, IRS requirements, and other applicable laws and systems; compile, organize, tabulate and input a variety of accounts; maintain detailed records for a variety of employee groups; prepare statistical and financial reports;

add, subtract, multiply and divide quickly and accurately; compile, organize, tabulate and input a variety of accounts; communicate effectively both orally and in writing; read, interpret, apply and explain rules, regulations, policies and procedures; read, understand, and effectively use a computer; ambulate to all areas of the central office; establish and maintain cooperative and effective working relationships with others; meet schedules and timelines; work confidentially with discretion; operate office machines including calculator, typewriter, computer and copy machine.

EDUCATION AND EXPERIENCE:
Graduation from high school supplemented by two (2) years of course work in accounting and four (4) years increasingly responsible financial or statistical record keeping experience.

Range 50
12 month calendar