Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**Accounting Technician II**
Department:	Business Department
Reports to:	Director, Business Services / Director, Educational Services

SUMMARY:

Performs highly responsible technical accounting and clerical work involving the district's pupil accounting system, budgeting, and other related functions. Employees in this classification receive limited supervision within a framework of standard policies and procedures.

GENERAL ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Audit and reconcile District financial and budget records
- Assist the Director in the budget development process
- Monitor the General Ledger and prepare budget transactions, transfers, journal entries and corrections
- Post journal entries and budget transfers
- Provide assistance to other areas in the Department as required
- Operate a wide variety of office equipment including personal computers and peripherals, scanner and 10-key calculator, and copier
- Attend meetings as required
- Other related duties as assigned

SPECIFIC DUTIES AND RESPONSIBILITIES - BUSINESS

- Attendance: Review site reports for accuracy and assist school sites in attendance accounting as needed. Prepare P1, P2, and Annual ADA reports
- Review and prepare deposits of all income
- Maintain revolving and clearing cash fund
- Prepare accounts receivable billings, abatement, and income transmittals
- Prepare and process warrant payments for all funds
- Prepare Federal and State cafeteria claims
- Process Facility Use Applications
- Collect developer fees and maintain records as directed
- Process deposit permits and backup to Placer County Treasurer

SPECIFIC DUTIES AND RESPONSIBILITIES – EDUCATIONAL SERVICES

- Prepare and process warrant payments for department funds
- Assist with budget transfers, maintain department budget, including categorical budgets
- Assist in the preparation of annual orders and follow up for mandated State and local testing
- Responsible for department purchase order and employee reimbursements processing
- Assist in maintaining and ordering inventory of department supplies, property and purchase orders, coordinates orders
- Assist in the preparation of annual orders, follow up and maintenance of records for GATE testing

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:
High School graduate or equivalent and three years experience in office bookkeeping capacity.

OTHER SKILLS and ABILITIES:
Accounting and financial record keeping principles and practices, especially as they pertain to governmental and school district accounting. Personal computers and interfacing with mainframe computers and other office equipment. Personal computer software including spreadsheets, database systems and word processing. Typical business area including payables, receivables, purchasing, student accounting, budgeting, and financial statements.

Perform difficult clerical and technical work rapidly and accurately. Understand and carry out oral instructions independently. Work cooperatively with those contacted in the course of work. Prepare accurate financial summaries and reports, establish and maintain a variety of complex records. Analyze situations accurately and adopt an effective course of action. Perform arithmetic calculations with speed and accuracy. Learn and apply office policies, rules and procedures rapidly; read, understand and interpret written laws, rules, and standards. Use initiative and judgment in discussing problems with public and District staff. Assemble and organize data and prepare worksheets and reports as requested. Communicate effectively and tactfully in both oral and written form.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before vendors, administrators and staff.

MATHEMATICAL SKILLS:
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:
Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and operate a computer. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as payroll reports. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually quiet. Position usually demands meeting deadlines with severe time constraints.

Board Approved 06/04/2024