



Romoland School District

JOB DESCRIPTION

ACCOUNTING TECHNICIAN – PAYROLL/PURCHASING

Summary

Under the supervision of the Chief Business Official, perform a variety of complex financial and accounting/clerical functions involving the maintenance of financial or statistical records primarily for payroll and purchasing functions; and perform other related duties as required.

Essential Job Functions:

- Maintain accurate records and files
- Prepare and monitor purchase orders and requisitions
- Prepare regular and variable payroll for certificated and classified personnel
- Respond to questions from employees or other individuals regarding interpretation of laws, regulations, contracts, district policies and accounting procedures
- Screen financial documents for accuracy and adherence to legal and procedural requirements
- Submit reports as required
- Perform complex clerical functions and make above average mathematical calculations with speed and accuracy
- Learn and apply pertinent policies, laws, rules and procedures affecting payroll transactions, payroll practices and record keeping requirements as directed
- Learn and apply pertinent policies, laws, rules and procedures affecting purchasing transactions, purchasing practices and record keeping requirements as directed
- Understand and carry out oral and written instructions, policies and procedures in an independent manner
- Handle all matters in a tactful, courteous and confidential manner so as to establish and/or maintain good public relations
- Plan, manage and coordinate complex payroll operations
- Provide information and assistance to other department personnel regarding payroll and purchasing functions of the district
- Monitor and analyze payroll encumbrances and expenditures to ensure appropriate budgets are assigned
- Manage preparation, distribution and reporting processes for payroll
- Coordinate payroll procedures with county deadlines
- Develop, analyze, compile, edit and approve payroll reports for county and state agencies and for special District projects
- Work closely with Human Resources and other departments in matters impacting payroll
- Ensure that payroll procedures comply with all laws, rules, and regulations
- Review submitted purchase requisitions, invoices and purchase orders for completeness and accuracy
- Contact vendor for pricing, product descriptions, availability, delivery schedule, and related information required for the ordering process; follow up with delayed, damaged, or incorrect shipments

- Prepare and distribute approved purchase orders
- Organize and prepare materials for Board reports
- Review requisitions, invoices and purchase orders

Other Job Functions:

- Attend meetings as required for the purpose of maintaining skills and gathering and/or conveying required information
- Learn complex computer data entry and retrieval systems as designated
- Operate office machines and equipment including a typewriter, copier, personal computer and calculator proficiently
- Communicate effectively and tactfully in both oral and written forms

Minimum Qualifications

Skills, Knowledge and/or Abilities:

- Methods, practices and terminology used in bookkeeping, statistical and financial record keeping
- Basic financial analysis
- Laws, rules and regulations related to assigned accounting activities
- District organization, operations, policies and objectives
- Complex accounting and auditing practices
- Computer software applications including spreadsheets
- Correct English usage, grammar, spelling and punctuation

Education and Experience:

- Equivalent to the completion of the twelfth (12th) grade, supplemented by course work or training in accounting or bookkeeping
- Four years of experience in financial record keeping work preferably with school district experience; or any combination of training and experience that could likely provide the desired knowledge and abilities
- An Associate of Arts Degree (AA) or two years college level accounting or business course work is desirable

Licenses, Certifications and Testing Requirements:

- Fingerprint/criminal justice clearance
- Tuberculosis clearance
- Passing written examination
- Keyboarding examination at 40 net words per minute from a clear copy

Physical Requirements:

The physical requirements below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Work environment is a typical indoor office setting. Requires willingness and ability to work effectively and move around the office
- Physical, mental and emotional stamina to work up to an eight-hour shift under sometimes

stressful conditions, with frequent distractions and interruptions; interact with angry/upset stakeholders in a calm and professional manner

- Sufficient hand-eye coordination and manual dexterity to use a wide variety of office equipment; keyboard at a rate sufficient to perform the duties of the job, and to write, file, maintain records and prepare reports
- Sufficient visual acuity to see and read small print
- Sufficient hearing to conduct in-person and telephone conversations

Physical Requirements, continued:

- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, over the telephone and in addressing groups
- Ability to sit for extended periods of time, up to an eight-hour shift (with the exception of breaks and lunch)
- Sufficient mobility to bend, stoop, push, pull, stand and walk on an occasional basis to file; move equipment or supplies or take work from one location to another
- Ability to lift up to 20 pounds on an intermittent basis

Employment Category: Classified Bargaining Unit Work Year: 247 Days

Work Day: 8 Hours

Salary Schedule: Row 28

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$4,237	\$4,448	\$4,669	\$4,908	\$5,149	\$5,405	\$5,673