



Romoland School District

JOB DESCRIPTION

ACCOUNTING TECHNICIAN – FINANCIAL

Summary

Under the supervision of the Chief Business Official, perform a variety of complex and technical accounting functions in support of assigned school, special program or district functions; prepare, maintain, and process a variety of financial and statistical documents, records and reports; maintain and reconcile accounts in accordance with established policies, procedures and regulations; and perform other related duties as required.

Essential Job Functions:

Maintains accurate records and files including but not limited to:

- Health Benefits
- Worker's Compensation
- Student Attendance
- Cash Clearing Account
- Cash Revolving Account
- Community Facility Districts

Under the direction of the Chief Business Official, serves as primary contact and carries out District responsibilities in the above areas

Other Job Functions:

- District liaison with the District's worker's compensation provider
- Coordinates workers compensation benefits and serves as primary liaison with school and district administration
- Administer the District's employee health benefits programs
- Plan and coordinate all activities related to the open enrollment period for employee health benefits
- Organize and administer activities related to the District's ACA requirements
- Communicate and coordinate District activities with a variety of outside service providers
- Maintain software programs related to health and welfare benefits
- Coordinate and manage financials for elementary ASB program; provide guidance and oversight to middle school ASB program
- Provide information and assistance to other department personnel
- Analyze fiscal data (e.g. contracts, journals, general ledgers of financial transactions, reports, data, etc.) for the purpose of determining accuracy of fiscal/financial records within established parameters
- Provide clerical support to the administrator including processing of mail, filing, telephones, travel and conference arrangements
- Organize and prepare written documents and materials including board agenda items and reports
- 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 work and makes above average mathematical calculations with speed and accuracy
- Learn and apply pertinent policies, laws, rules and procedures, and record keeping requirements as directed
- Understand and carry out oral and written instructions, policies and procedures in an independent manner
- Handles all matters in a tactful, courteous and confidential manner so as to establish and/or maintain good public relations
- Organize materials for and prepare Board reports

MINIMUM QUALIFICATIONS

Knowledge of:

- 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 work
- Operation of office machines such as calculators and computers
- Computer software applications including spreadsheets
- Microsoft Windows operating systems
- Microsoft Excel and Access
- Correct English usage, grammar, spelling and punctuation

EMPLOYMENT STANDARDS

Education:

- Equivalent of 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 Arts Degree or two years college level accounting or business course work is desirable

Licenses/Certificates:

- Fingerprint/criminal justice clearance is required
- Tuberculosis clearance is required
- Written examination is required
- Keyboarding examination at 40 net words per minute from clear copy is required

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; deal 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
- 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 30 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