

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Accounting /Payroll Technician I	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Fiscal Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	February 13, 2013	<b>SALARY:</b>	G-25/CSEA 125 Salary Schedule

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**(Former Classification: Accounting Technician I)**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform accurate accounting or payroll work within the District's accounting/payroll departments to provide reasonable, timely delivery of professional services to meet the needs of sites and departments; maintain and review financial and statistical records to ensure the financial viability of the District.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Receive, file and maintain timesheets or blanket purchase orders to meet the needs of schools and departments. *E*

Review invoices for proper authorization and funding, and discuss errors and solutions with individual vendor representatives to ensure accuracy for timely processing. *E*

Process timesheets from school sites and departments; sort and distribute paychecks to meet the needs of sites and departments. *E*

Initiate payment processing and cash receipt verification. *E*

Maintain and input accurate data into the information management system. *E*

Maintain verification of negative absence reports in a reasonable, timely manner to ensure proper deduction and processing. *E*

Receive, open and distribute mail; greet District employees and visitors and assist with concerns and issues at the front counter as related to assigned duties; provide appropriate information to inquiries. *E*

Receive and screen calls to ensure reasonable, timely delivery of communication to appropriate staff, sites/departments or outside individual/group; exercise judgment to determine importance or urgency; provide information or direct inquiries to appropriate staff. *E*

Proof balances and adjust data in a reasonable, timely manner. *E*

Make correct calculations and verify various payroll, statistical and accounting records and reports. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by accounting course work and one year of experience in accounting/payroll clerical work.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Payroll and/or accounting and bookkeeping principles, practices and procedures related to assigned duties.  
Accurate financial and statistical record-keeping techniques.  
Current office practices, procedures and equipment.  
Operation of a computer to input data and generate reports.  
Interpersonal skills using tact, patience and courtesy.  
Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Perform basic accounting/payroll work.  
Prepare, develop, monitor and maintain assigned District-wide accounts and reports.  
Operate office machines such as calculator and computer.  
Make calculations quickly and accurately.  
Communicate, understand and follow both oral and written directions effectively.  
Establish and maintain cooperative and effective working relationships with a diverse range of people.  
Work independently with little direction and many interruptions.  
Plan, prioritize and organize work to meet schedules and time lines.  
Learn new or updated computer systems/programs to apply to current work.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes.  
Apply integrity and trust in all situations.  
Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; constant interruptions; contact with dissatisfied individuals; repetitive activities.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, seeing to read, review and ensure accuracy of payroll, accounting, financial statements and reports; dexterity to operate a computer and other office equipment; sitting or standing for extended periods of time; reaching overhead, bending at the waist and kneeling to retrieve files from cabinets and shelves.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*