

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Accounting/Payroll Technician III	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Fiscal Services	CLASSIFICATION:	Classified
FLSA:	Non-exempt	WORK YEAR:	Varies
BOARD APPROVAL:	February 13, 2013	SALARY:	G-34/CSEA 125 Salary Schedule

(Former Classification: Accounting Technician III)

BASIC FUNCTION:

Under the general direction of an assigned supervisor, provide lead direction and guidance to an assigned accounting or payroll function within the District's accounting/payroll departments to meet the needs of staff and sites; lead personnel in the performance of assigned accounting duties to provide reasonable, timely delivery of professional services; maintain and review the District's accounting/payroll 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.)

Mentor and provide clear expectations, work direction and guidance to staff on an assigned set of accounts in accounting or payroll sections to provide reasonable, timely delivery of professional services. *E*

Process accurate and timely accounting special orders, payments and contracts to meet the needs of the sites and departments. *E*

Encumber District purchase orders on a daily basis to meet the needs of students and staff; balance purchase orders and post to controls. *E*

Perform accurate complex weekly, monthly and quarterly reports regarding tax use in a reasonable, timely manner; prepare State and Federal reports. *E*

Compile District accounts payable for the Board of Educations' review and approval. *E*

Maintain and process the District's payroll records in a reasonable, timely manner to ensure financial accuracy. *E*

Assist District employees and outside individuals with concerns and issues related to assigned area. *E*

Track and report PERS/STRS contributions as related to assigned duties; assist employees with PERS/STRS buyback according to established guidelines. *E*

Coordinate and verify data submitted to ensure accuracy. *E*

Work closely with other accounting personnel on expenditure transfers. *E*

Assist in processing timesheets, update and input payroll data and update payroll controls for balancing to ensure the financial viability of the District; answer questions regarding contracts as related to accounting or payroll duties. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by accounting course work and four years of progressively responsible experience in general financial record keeping.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of training and providing work direction.
Accounting and bookkeeping principles, practices and procedures.
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:

Mentor, train and provide work direction to others.
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 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