BUENA PARK SCHOOL DISTRICT

ACCOUNTING TECHNICIAN II - PAYABLES/RECEIVABLES

BASIC FUNCTION:

Under the general direction of the Director of Fiscal Services and/or Fiscal Service Manager, perform independently duties relating to accounts payable, accounts receivable, payroll, employee benefits and other complex District accounts and related work as assigned.

REPRESENTATIVE DUTIES:

Coordinate the District accounts payable function; prepare invoices for payment, input information to the computer, print warrants, registers and reports and prepare various reports and records as directed by the Board and District policy; prepare warrants and information for review by the County; provide special information as requested; maintain files on warrants, contractors, consultants, leases and other vendors as required; issue vendor~~s~~ warrants returned to the District by the County, supplying special information as requested by the vendor; coordinate the accounts receivable function; prepare receipts for incoming monies; prepare bank deposits and prepare abatement report for submission to County; transfer funds from appropriate bank to the County; maintain the revolving fund for the District; prepare checks manually, reimbursing fund to maintain adequate balance according to District policy; assist with duties related to payroll; assist the Human Resources Department as necessary with benefit accounting and invoicing functions; prepare insurance payment schedules and invoices for payment; provides monitoring, technical training and assistance to personnel concerning accounts payables/receivables activity; supply insurance companies and County with proper back-up for payments; prepare a variety of records including complete payment records on contractors, payroll, employee benefits and records of payments from retirees; perform related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. An Accounting Technician II - Payables/Receivables, may, on a limited or incidental basis, be required to perform duties of an Accounting Technician II -Purchasing. These incidental duties may be required when an employee is on leave or to meet other unanticipated staffing needs of the District.

QUALIFICATIONS:

Knowledge of:

Methods, practices and procedures, policies and regulations related to school district accounting and financial records management; modern office practices, procedures, equipment and software systems (i.e., BiTech, Excel, Word, Internet Explorer or equivalent); record-keeping techniques with respect to financial, payroll, and fringe benefit records; applicable sections of State Education Code and other applicable laws; interpersonal skills using tact, patience and courtesy; telephone techniques and etiquette; oral and written communication skills; bookkeeping, accounting and fiscal planning and management systems and procedures.

Ability to:

Ability to perform the essential functions of the job with or without reasonable accommodation; adhere to assigned work schedules and all applicable employment rules and regulations; perform responsible duties related to financial, payroll, and employee benefit accounting; learn ~~quickly~~ applicable sections of the current negotiated labor contracts, State Education Code and other applicable laws and systems; compile, organize, tabulate and input a variety of accounts; maintain detailed records for a variety of employee groups; prepare statistical and financial reports; add, subtract, multiply and divide quickly and accurately; communicate effectively both orally and in writing; read, interpret, apply and explain rules, regulations, policies and procedures; read, understand, and effectively use a computer; ambulate to copy machines, other offices, etc.; establish and maintain cooperative and effective working relationships with others; meet schedules and time lines; work confidentially with discretion; operate office machines including calculator, typewriter, computer and copy machine.

EDUCATION AND EXPERIENCE:

Graduation from high school supplemented by two years of course work in accounting and four years increasingly responsible financial or statistical record keeping experience.

Range 50
12 month calendar