

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized accounting duties in the development of financial statements and records for a complex and highly accountable set of financial accounts such as food service, payroll, and general ledger; lead other accounting personnel in specified accounting areas such as accounts payable, payroll, benefits, ASB and food service.

DISTINGUISHING CHARACTERISTICS:

The Accounting Assistant I class typically provides support to a specific program or special school site which requires monitoring of budgets and expenditures. The Accounting Assistant II class performs a District-wide function requiring accounting experience in the processing of accounts payable or assisting Accounting Technicians on assigned tasks. Accounting Technicians serve in a lead capacity or are assigned a more complex set of accounting duties.

REPRESENTATIVE DUTIES:

Perform a variety of specialized accounting duties; prepare program financial statements. *E*

Monitor assigned accounts in such areas as payroll, benefits, general ledger and food service to assure timely and accurate accounting information and document processing. *E*

Lead other accounting personnel in the performance of assigned areas such as food service, payroll, ASB and accounts payable. *E*

Prepare and enter financial records; make appropriate adjusting entries; monitor budgets and account balances. *E*

Respond to inquiries regarding payroll, benefits or other matters pertaining to the area served; resolve issues; explain District policies and procedures; adjust accounts as necessary. *E*

Review for accuracy and consolidate data from individual sites; prepare deposits and cash flow information. *E*

Reconcile assigned accounts with County Office records; prepare journal entries and enter budget transfers in accordance with District policy. *E*

Perform special projects; prepare regular and ad hoc reports as directed with necessary documentation for audit. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Methods, procedures and terminology used in clerical accounting work involving food service, payroll, general ledger and ASB funds.

Accounting practices and procedures.

Account number structure and correct use of object codes.

Financial and statistical record-keeping techniques.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Laws, rules and regulations related to assigned activities.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Operation of office equipment, including a computer terminal and word processing and spreadsheet software applications.

Telephone techniques and etiquette.

ABILITY TO:

Perform a variety of responsible clerical accounting duties related to food service, payroll, general ledger and ASB funds.

Prepare and process financial, statistical, accounting and purchasing documents, records and materials.

Maintain accurate financial and statistical records.

Meet schedules and time lines.

Verify, post, balance and adjust accounts.

Process and record accounting transactions accurately.

Add, subtract, multiply and divide quickly and accurately.

Learn, apply and explain policies, procedures, rules, regulations and State Education codes involved in assigned activities.

Work confidentially with discretion.

Answer telephones and greet the public courteously.

Type at an acceptable rate of speed.

Perform clerical duties such as filing, typing, duplicating and maintaining routine records.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Education: High School graduate or the equivalent. Proof required. Two years of college-level course work in accounting.

Experience: Three years experience in accounting clerical functions.

Testing: Passing score on District Accounting Technician test.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Hearing and speaking to exchange information.