

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized accounting duties such as processing of the District's payroll to ensure the timely and accurate payment of District employees; processing accounts payable and receivable to ensure timely payment, development of financial statements and records for a complex and highly accountable set of financial accounts such as food service, payroll, and general ledger, train and provide work direction to other accounting staff; perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Lead Accounting Technician is distinguished from Accounting Technician in that the incumbent is the lead for ASB, accounting, and payroll functions in addition to handling a regular assignment; ensures all ASB, accounting, and payroll processing is completed in an accurate and timely manner in accordance with legal requirements and sound financial management principles and practices and trains and provides work direction to other accounting staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES

Perform a variety of specialized accounting duties in the processing of the District's financial activities and payroll for certificated, classified, and hourly employees to ensure account payables, budgets, ASB and payroll is processed in an accurate and timely manner.

Provide lead direction and guidance to other accounting staff; provide training and technical assistance; review work of assigned staff; identify problem areas and notifies supervisor; ensures that all ASB, accounting, and payroll processing activities are carried out in an effective and efficient manner.

Interpret ASB, accounting, and payroll policies and procedures and provide accurate and timely information and assistance to management and employees; research and handle daily inquiries from employees on a wide variety of technical matters related to ASB, accounting, payroll and employee attendance; analyze, study and make recommendations on development and implementation of improved systems, policies and procedures related to ASB, accounting, payroll and employee attendance tracking.

Verify, audit, edit, and initiate processing of assigned portions of the District's financial activities and payroll; ensure proper account numbers, calculate the rate of pay and total hours worked.

Identify and collaborate with appropriate departments, school sites and/or administrators to resolve time reporting, ASB reporting, and funding and coding discrepancies.

Ensure timekeeping data has been accurately entered in the payroll system, enter corrections, adjustments, pro-ratings and overrides as required to ensure accurate pay and accruals.

Input, calculate and reconcile voluntary deductions, calculate annual salaries and salary increase amounts due to step raises, classification changes, changes in hours or extended illness, generate, review, and reconcile payroll reports to ensure accuracy and completeness of payroll, earnings, deductions and warrants.

Identify and resolve discrepancies, balance payroll totals, transmit accounting files to the County to generate warrants, and verify that each employee receives a payroll warrant or earnings statement each pay period.

Compute and generate necessary documents for adjustment orders and warrant cancellations, including processing revolving cash calculations; process retroactive pay increases and vacation payouts.

Establish and maintain ASB, accounting, and payroll records; verify and validate information entered by staff; keep abreast of changes in Federal and State rules and regulations; update and maintain payroll codes, retirement rates and Federal and State tax changes, enter employee salary, deductions and tax information in the payroll system; receive, process and enter wage garnishments; review, audit and correct records as required.

Input and update accounting and employee information into the financial system; process required forms including notices of employment, retirement forms, verifications of employment and other related forms and documents.

Work closely with School Site Administration and ASB staff to ensure proper handling of ASB funds and knowledge of ASB regulations.

Work closely with Risk Management and Benefits Department regarding Workers' Compensation including coordinating and calculating sick and extended illness leave, temporary disability payments and health benefit deductions.

Work closely with Human Resources Division regarding personnel action forms, salary placement, work year calendar assignments, leaves of absence, substitute assignments, resignations, retirements and administration of the collective bargaining agreements.

Attend meetings and trainings related to assigned activities; attend new employee orientation meetings to provide payroll and retirement information.

OTHER DUTIES

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in payroll and accounting record keeping.

Accounting practices and procedures.

Account number structure and correct use of object codes.

Basic accounting and internal control policies and procedures.

County payroll and general accounting systems.

Financial and statistical record-keeping techniques.

District policies and procedures related to bargaining unit agreements

Applicable sections of the California Education Code and STRS/PERS regulations
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.
Operation of a computer and assigned software.
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 payroll, financial and statistical records.
Monitor compliance with laws, policies and payroll accounting practices.
Meet schedules and time lines.
Verify, post, balance and adjust accounts.
Process and record accounting transactions accurately.
Operate a computer and assigned software
Add, subtract, multiply and divide quickly and accurately.
Interpret, apply and explain rules, regulations, policies and procedures.
Maintain confidentiality of sensitive and privileged information.
Answer telephones and greet the public courteously.
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: Graduation from high school or equivalent supplemented by college-level coursework in accounting, business administration or related field.

Experience: Three years of increasingly responsible accounting or payroll experience preferably in a public school district.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions

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.