LAWNDALE ELEMENTARY SCHOOL DISTRICT
Job Description

Realizing Amazing Potential (RAP) Senior Accounting Technician

Department/Division:	RAP/Budgeting and Accounting
Reports To:	RAP Director/Director of Budgeting and Accounting
Provides Support To:	RAP Director/Director of Budgeting and Accounting
Classification Status:	Classified
Date Prepared:	August 2024
Board Adopted:	September 19, 2024

GENERAL PURPOSE

Under the direction of the RAP Director and Director of Budgeting and Accounting, performs a variety of accounting clerical duties related to RAP and/or general District accounting clerical duties, including managing grant budget plans, assistance in the maintenance of partner contracts, revenue, classified timekeeping, and expenditure projections; maintaining financial and statistical records, preparing reports; preparing and processing financial and statistical documents, reports, and materials.

DISTINGUISHING CHARACTERISTICS

The RAP Senior Accounting Technician classification is assigned responsible accounting duties within the RAP program and/or the district at large in areas such as accounts payable or attendance. Incumbents in the RAP Senior Accounting Technician classification perform complex duties in a specialized clerical accounting function such as State and Federal projects, Food Services, Purchasing, accounting, and classified payroll.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed in this section are representative of those assigned to the position in this class. This list is not intended to be an exhaustive list of all the tasks assigned to the position in the class, and it is not expected that all the tasks listed will be necessarily assigned to all positions in the class.

- Communicates regularly with RAP and Business Office administrators regarding grant fiscal management, site budgets, revenues, and attendance tracking. Compiles master RAP attendance, revenue, and cost reports, input collected data for district reports as well as federal, state, and grant compliance reports. Maintains a set of financial records related to the assigned area(s) of accounting, such as accounts payable or attendance; coordinates the assigned area with other accounting functions.
- Verifies, balances, and adjusts accounts; receives, verifies, and audits invoices and claims.
- Prepares, processes, and monitors warrants, invoices, requisitions, purchase orders, and other accounting-related documents.

- Compiles, sorts, tabulates, posts, and compares financial and statistical data.

- Participates in the development of automated accounting systems and procedures; provides input and recommendations regarding clerical accounting forms and procedures.
- Prepares and generates a variety of financial and statistical reports and summaries; compiles and tabulates data for inclusion in departmental reports.
- Assures the accuracy of assigned accounts; interprets and applies appropriate rules, regulations, and practices.
- Prepares and types a variety of written materials, including correspondence, memoranda, lists, and reports.
- Provides information regarding accounting procedures to District employees, vendors, and others; explains District policies and regulations as needed.
- Operates a variety of office equipment, including a t 10-key calculator, copier, and computer.
- Operates a variety of software applications, including word processors, spreadsheets, databases, and other business/accounting related applications.
- Schedules, arranges, and completes fingerprinting for prospective employees and substitutes.
- Assists RAP office in organizing and completing various projects, such as mailings, attendance cards, etc.
- Conducts internal site audits to ensure grant and program requirements are achieved.
- Collects required proof of insurance certificates from partners, prepares contract agreements, and submits for Board approval.
- Processes personnel requisitions for regular school year and summer programs.
- Prepares, updates, and reconciles budget, collects, and reviews timesheets for classified, certificated staff.
- Receives, audits, and verifies financial or statistical documents related to the assigned function;
- assures accuracy, completion, and adherence to legal and procedural requirements.
- Prepares a variety of local, State, and Federally mandated reports; completes and submits tax
- forms and assists as directed in preparing special projects and reports.
- Reviews, checks, and verifies a variety of documents, including claims, invoices, vouchers, and
- others; assures accuracy and timely processing of data, forms, and reports.
- Responds to questions from employees, vendors, contractors, and others; explains laws, rules,
- regulations, contracts, and other documents governing District accounting.
- Performs other accounting clerical work in assembling, tabulating, and reconciling financial data;
- invoices, time records, requisitions, and similar fiscal documents.
- Inputs information into a computerized data processing system; arranges, retrieves, and analyzes data; and generates computer reports in accordance with established timelines.
- Compiles a variety of statistical data for reports relating to the assigned function, files records and
- pertinent documents as appropriate.
- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

- Basic accounting practices and procedures;
- Modern office practices, procedures, and equipment;
- Electronic data processing applications to accounting functions;

- District organization, operations, policies, and objectives;
- Oral and written communication skills;
- Applicable sections of the State of California Education Code and other applicable laws;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Financial and statistical record-keeping techniques;
- Telephone techniques and etiquette;
- Interpersonal skills using tact, patience, and courtesy

Ability to:

- Apply bookkeeping and financial record-keeping principles to the maintenance of assigned accounting record;
- Perform clerical work such as typing, duplications, and filing;
- Make arithmetic computations and tabulations with speed and accuracy;
- Learn, apply, and explain office policies, rules, and practices;
- Type at an acceptable rate with accuracy;
- Meet schedules and timelines;
- Prepare and maintain accurate records and reports;
- Communicate effectively, both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Perform complex clerical accounting duties involving independent judgment and initiative;
- Maintain complex financial records, analyze data, and prepare accurate reports;
- Apply bookkeeping and financial record-keeping principles to the assigned specialty area;
- Read, interpret, apply, and explain rules, regulations, policies, and procedures;
- Compare numbers and detect errors efficiently;
- Operate standard office machines such as assigned computer and software, and a 10-key calculator
- Work confidentially with discretion.

Education, Training and Experience:

Any combination equivalent to graduation from high school or its equivalent, including or supplemented by course work in accounting or bookkeeping, and three years of increasingly accounting clerical experience. Bilingual and biliterate in Spanish is preferred/desired.

Special Requirements:

Possession of a valid Class C California driver's license, acceptable driving record, and evidence of insurance is required. First aid and CPR certification is preferred.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls, reach above and below the shoulder with hands and arms, stoop, kneel, crouch, or crawl. The employee is required to regularly stand, walk, and talk or hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the employee must be able to use written and oral communication skills; read material safety labels and follow instructions; determine how to schedule work; read and interpret data, information, and documents; analyze and solve

problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District administrators, supervisors, Staff, partners, vendors, and others encountered in the course of work.

WORK ENVIRONMENT:

The employee primarily works indoors in controlled office conditions but occasionally works in outside weather conditions to provide support at site locations. The noise level in the work environment is usually moderate, at or below 85 decibels. The employee may be expected to work before or after school to assist with specific functions and activities, including holidays and weekends, as needed.

Board Policy 4030: The Board of Trustees desires to provide a positive and safe work environment where employees, interns, volunteers, and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.