

**CLASSIFIED JOB DESCRIPTION**

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**ACCOUNTING TECHNICIAN IV**

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**JOB SUMMARY:**

Under general supervision, performs complex accounting and clerical work of above average difficulty involving the preparation, processing, classification, auditing, reconciliation, and maintenance of financial and statistical records and ledgers, and performs other related work as required.

**ESSENTIAL JOB FUNCTIONS:**

- Prepares and verifies accuracy of a variety of financial documents and statements. Some of which include: Local, State and Federal financial reports, fund financial statements, journal entries, invoices, checks, cash transfers, inventory transactions, bank statements, State use tax, and 1099 processing.
- Researches financial information for use in manual, financial system(s), personal computer, Internet, and Quick Books.
- Tabulates and calculates financial data.
- Gathers, compiles, and files financial records and data.
- Creates and prepares spreadsheets.
- Operates personal computer, district finance system, County finance system, calculator, fax machine, copier, and other office machines.
- Posts financial entries of a complex nature to district financial system.
- Mentors, trains, advises and assists district personnel regarding financial procedures.
- Interacts with vendors, County Office of Education staff, auditors, and other District staff.
- Assists external auditors when requested.
- Calculates budget information.
- Assists staff with budget decisions and transactions.
- Attends district financial meetings to provide support and facilitate management in financial procedures decision-making.
- Establishes and approves budget numbers for various district documents.
- Approves budget balances for financial transactions.
- Reconciles between district financial system and county financial system.
- Prepares year-end audit schedules.
- Maintains various fiscal information, files and records for the purpose of providing up-to-date reference.
- Reconciles financial statements and accounts.
- Interfaces district warehouse transactions with the district financial system.
- Assists in year-end closing process and input of journal entries.
- Oversees work schedule and priorities of other staff and substitute clerk(s) for the purpose of meeting deadlines.
- Collects, deposits and accounts for money.
- Answers telephone inquiries.
- Other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Evidence of recent successful experience working with financial or statistical records and systems.
- Ability to perform bookkeeping work of more than average difficulty; to supervise and direct the efforts of other employees; to post and make mathematical calculations rapidly and accurately; to type and write legibly; to compare names and numbers accurately and rapidly; to understand and follow oral and written directions; to operate office machines including computers; and to work well with others.
- Broad knowledge of the methods and practices, techniques and terminology used in financial and statistical record keeping.
- Graduation from high school or its equivalent. Associates' degree in accounting, business administration, public administration, or related field highly desirable. Experience in finance may be considered in lieu of Associates' degree.

*Classified Salary Schedule: Range 35*  
*BOARD APPROVED: 4/3/01*