

CLASSIFIED JOB DESCRIPTION

ACCOUNTING TECHNICIAN I

JOB SUMMARY:

Under general supervision, performs average to complex clerical work involved in accounts maintenance work and financial records; posting and document sorting; operates a variety of office machines; and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Reimburses revolving cash fund vouchers, alternative cash fund, mileage and travel claims
- Researches/Reconciles bank accounts and financial records and balances to general ledger
- Posts/Records/Inputs journal entries
- Changes/Adjusts/Cancel purchase orders as necessary
- Inputs/Prints/Processes commercial, manual and revolving cash warrants
- Balances cash requirement and check register reports
- Prepares financial paperwork related to warrants and journal entries for submission to County financial system
- Provides financial management system assistant to District financial users
- Creates/Types various correspondence
- Creates PC spreadsheets
- Orders/Requests office supplies and machine maintenance
- Verifies/Inputs District account numbers
- Opens/Sorts/Distributes mail and financial reports
- Operates office machines
- Collects/Accounts for school fees as necessary
- Accumulates/Files records
- Performs other duties as assigned

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful experience with financial or statistical records.
- Ability to post and make arithmetical computations rapidly and accurately, to operate typewriter and other office machines and appliances, and to work well with others.
- Knowledge of standard office procedures; knowledge of the methods, practices and terminology used in financial and statistical record keeping; use of business machines.
- High school diploma or GED required.

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Classified Salary Schedule: Range 26
BOARD APPROVED: 5/20/97
REVISION DATES: 07/16/23
08/09/2023