

**CLASSIFIED JOB DESCRIPTION**

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**ACCOUNTING TECHNICIAN II  
ACCOUNTS PAYABLE/STUDENT ORGANIZATION**

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**JOB SUMMARY:**

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

**ESSENTIAL JOB FUNCTIONS:**

- Gathers/Compiles/Logs/Posts/Checks/Calculates/Files purchase orders, related invoices, and packing slips and various documents related to Accounts Payable and Student Organization transactions, including, but not limited to checks, cash, coin, deposit vouchers, payment vouchers, original invoices, or other related documents.
- Input a variety of financial and statistical data into an assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data.
- Interprets and communicates rules and regulations related to Student Organizations to sites/departments.
- Monitor inventory levels of ASB office, student store and other assigned supplies; order, receive and store supplies; initiate purchase orders; organize and conduct regular and periodic inventories and prepare related records and reports.
- Assist with the preparation and maintenance of the ASB Budget; process budget transfers and revisions as needed.
- Verifies vendor tax information and updates address and contact information. Utilizes the Internet to obtain vendor information as needed.
- Verifies and processes employee reimbursements.
- Verifies and processes annual IRS 1099 tax documents within federal guidelines.
- Processes cash receipts and updates deposit information for accounting manager.
- Cancels purchase orders as necessary.
- Inputs/Prints/Processes commercial and manual warrants.
- Balances cash requirement and check register reports.
- Prepares financial paperwork related to warrants for submission to the County financial system.
- Provides telephone assistance to District financial users.
- Verifies District account numbers.
- Opens/Sorts/Date Stamps mail.
- Operates personal computers, calculators, fax machines, copiers, and other office machines.
- Collects/Accounts for school fees as necessary.
- Reconciles bank statements.
- Monitors encumbrance reports for outstanding purchases throughout the year.
- Works with sites/departments and vendors to expedite orders.
- Works with vendors to receive, update, and correct invoices.
- Verifies vendor contacts and settlement billings for accuracy.
- Provides commercial warrant and revolving cash activity for presentation to the Board of Education.
- Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Two years of experience with financial or statistical records.
- Ability to perform bookkeeping work of moderate difficulty; to post and make arithmetical calculations rapidly and accurately; type and write legibly; compare names and numbers accurately and rapidly; understand and follow oral and written directions; operate office machines including computers; and work well with others.
- Knowledge of the methods, practices, and terminology used in financial and statistical record keeping.
- High school diploma or GED required.

*Classified Salary Schedule: Range 31*  
*BOARD APPROVED: 5/20/97*  
*REVISION DATES: 5/19/98*  
*3/28/00*  
*9/10/14*  
*7/16/23*  
*8/9/23*  
*1/17/24*