

**CLASSIFIED JOB DESCRIPTION**

---

**ACCOUNTING TECHNICIAN II**

---

**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 receivers.
- Establishes and verifies vendor codes and addresses.
- Changes/Adjusts/Cancel 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 County financial system.
- Provides telephone program assistance to district financial users.
- Creates PC spreadsheets.
- Verifies district account numbers.
- Opens/Sorts mail.
- Operates office machines.
- Collects/Accounts for school fees as necessary.
- Reconciles bank statements.
- 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; 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.
- Knowledge of the methods, practices and terminology used in financial and statistical record keeping.
- Graduation from high school, or its equivalent.

TITLE  
Page 2

*Classified Salary Schedule: Range 30*  
*BOARD APPROVED: 5/20/97*  
*REVISION DATES: 5/19/98*  
*3/28/00*