

CLASSIFIED JOB DESCRIPTION

ACCOUNTING TECHNICIAN III

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, Quick Books and Cricket point of sale system transactions and reports.
- 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 and parents.
- 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.
- Interfaces county payroll information with the district financial system.
- Prepares and posts payroll adjustments and fixes as they relate to finance.
- Reconciles between district financial system and county financial system.
- Reconciles financial statements and accounts.
- Interfaces district warehouse transactions with the district financial system.
- Closes financial records for cyclical periods.
- 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.

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- 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.
- High school diploma or GED required, supplemented by the completion of accounting courses in the practices, techniques and application of accounting systems to public agencies or schools.

Classified Salary Schedule: Range 33
BOARD APPROVED: 5/20/97
REVISION DATES: 5/19/98
3/38/00
6/7/06
7/16/23
08/09/2023