

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SENIOR ACCOUNTING TECHNICIAN (Range 33)**

#### **BASIC FUNCTION:**

Under the direction of the Director-Nutrition Services, assure accurate record-keeping of various financial and meal count information for the Nutrition Services Department; train and provide work direction to assigned staff; prepare financial reports and various other statistical reports; maintain the general ledger, accounting records and financial files; prepare the National School Lunch Program reimbursement claim. Prepare quarterly sales tax returns.

#### **REPRESENTATIVE DUTIES:**

Assure accurate record-keeping of various financial and meal count information for the Nutrition Services Department. *E*

Prepare and compile information required for the profit and loss statement and balance sheet; prepare and post journal entries; maintain department general ledger. *E*

Perform accounts payable functions for billings for computer services, software and hardware, expense reimbursements, travel expenses, commodity billings and reimbursements to general fund for payroll and other district charges. *E*

Prepare and post bank deposits for all cash receipts except daily cafeteria deposits.

Maintain the general ledger, accounting records and financial files; review sales and meal count reports from units; post meal counts and sales amounts as needed; make adjustments for data entry errors at sites as appropriate. *E*

Train and provide work direction to assigned staff; oversee work of assigned personnel in accounts payable, billing, and the work of the cashier; respond to questions from Nutrition Services central office staff concerning reimbursement claim regulations, bookkeeping and accounting practices. *E*

Maintain assigned bank account records; maintain investment records; monitor cash flow; balance cashier's daily cash count and bank deposit; assure cashier's balance remaining is correct; resolve discrepancies and make corrections as needed. *E*

Prepare billings for returned checks. Monitor accounts receivable, perform collections on past due billings.

Receive and respond to inquiries from cafeteria sites concerning bookkeeping procedures, refunds, adjustments, and other related questions. *E*

Prepare a variety of monthly, weekly, and yearly reports, spreadsheets and statements; assure accuracy of information and data; submit to appropriate personnel or department. *E*

Perform computer training on accounting program and cash counting computerized program as required for department personnel. Troubleshoot problems with accounting and cash counting software.

Perform day-end procedure on the computerized cash counting program.

Prepare checks for accounts payable.

Maintain department petty cash funds.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Generally accepted accounting and auditing principles, practices and procedures.

Financial and statistical record-keeping techniques.

Preparation, review and control of assigned accounts.

State and federal procedures and regulations governing the National School Lunch Program.

Methods, practices and terminology used in bookkeeping.

Operation of a computer terminal and spreadsheet and accounting software.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

#### **ABILITY TO:**

Post and make arithmetical computations rapidly and accurately.

Train and provide work direction to assigned staff.

Exercise initiative and make sound judgment.

Maintain accurate financial and statistical records.

Compare numbers and detect errors efficiently.

Verify, balance and adjust accounts.

Operate a computer to prepare complex fiscal documents.

Type accurately at an acceptable rate of speed.

Establish and maintain effective and cooperative relationships with others.

Communicate effectively both orally and in writing.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work in accounting or business training including principles of accounting and three years of experience in financial record-keeping and responsible clerical and secretarial work.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read various materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.