

Position: Accounting Technician I	FLSA: Non-exempt
Department/Site: Financial Services	Salary Grade: 10
Evaluated by: Director of Financial Services	

### OVERALL OBJECTIVE AND SUMMARY

Performs varied and complex record keeping duties associated with the processing and completing of accounting transactions. The Accounting Technician I is usually responsible for one or more specialized elements within a complete accounting system, such as accounts receivable and/or payables processing and management, or consolidation of multiple school-based or grant-based fund accounts.

The Accounting Technician I requires the ability to record transactions onto a computerized accounting system and assume complete responsibility for a specialized component of the system, such as accounts receivable/payable. Must demonstrate the ability to consolidate fund accounts.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Verifies accuracy and appropriateness of amounts, then posts transactions onto a computerized data entry program supporting the District's accounting system. Traces transactions to source documents and/or other departments to determine discrepancies.
- Reconciles, balances books, and compiles reports on a recurring basis to show statistics such as cash receipts, accounts payable and receivable. Traces transactions through previous accounting actions to identify and correct discrepancies.
- Codes, verifies charges and rates and related billing information, then enters onto a computerized data entry screen. Prepares bills, summaries, and submittals for reimbursement by external agencies.
- Codes, verifies, and accounts for funds and other assets received by the District for specified uses (e.g., donations, conditional uses).
- May prepare expense accounting studies such as cost-of-services, etc.
- May review the work of others and may prepare bank deposits and reconcile bank statements.
- May calculate items such as time and work reports, materials and labor charges, supply and equipment charges. May prepare related reports.
- May assist with the preparation of financial reports, including the monthly closing of books pertaining to the assigned area of responsibility.
- May review contractor statements and match to contractual provisions.
- May prepare documents such as invoices and account statements. Follows up with customers on account balances that are outstanding or involve multiple fiscal years. May recommend remedial action or write-off of account balances to supervisor.

- Performs other duties as assigned that support the overall objective of the position.

### QUALIFICATIONS

Knowledge of:

- Accounting practices and procedures.
- Account number structure and correct use of object codes.
- Financial and statistical record keeping techniques.
- Office practices, procedures and equipment, including filing systems, letter and report writing.
- Personal computer based software programs that support this level of work, including but not limited to, word processing, spreadsheet, and data entry onto custom data bases.
- Interpersonal skills using tact, patience, and courtesy.
- Proper English usage, grammar, spelling, punctuation, proofreading/editing, and mathematics skills.
- Terminology, policies, practices and procedures of the area to which assigned.
- Departmental procedures and standing instructions related to work performed.
- Telephone techniques and etiquette.
- Oral and written communication skills.

Ability to:

- Enter data onto standardized formats using computerized data base programs by basic keyboarding or 10-key skills and calculators.
- Perform arithmetic operations quickly and accurately.
- Document accounting transactions onto subsidiary ledgers and transfer sums to general ledger.
- Prepare and process financial, statistical, accounting and purchasing documents, records, and materials.
- Maintain accurate financial and statistical records.
- Meet schedules and time lines.
- Verify, post, balance and adjust accounts.
- Process and record accounting transactions accurately.
- Apply and explain policies, procedures, rules, regulations and State Education codes involved in assigned activities.
- Work confidentially with discretion.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Type at a minimum rate of 40 words per minute from clear, legible copy and pass a qualifying skills test.

### PHYSICAL ABILITIES

This position:

- Requires sufficient hand coordination to use a keyboard for routine typing and data entry and arm/hand movements to retrieve work materials.

- Requires visual acuity sufficient to recognize numeric and alpha characters, and operate a variety of general office equipment.
- Involves light work including some walking, standing, stooping, occasional carrying and lifting of lightweight materials.
- Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations.

### EDUCATION AND EXPERIENCE

Typically requires completion of a high school curriculum with emphasis in bookkeeping and three years experience in a production oriented record keeping, cashiering, or general clerical capacity. Additional education may be substituted for experience.

### LICENSES AND CERTIFICATES

Typing certificate for 40 wpm.