Position:	Accounting Technician III	FLSA: Non-exempt
Department/Site:	Financial Services	Salary Grade: 14
Evaluated by:	Chief Business Official or Designee	

OVERALL OBJECTIVE AND SUMMARY

Under the general supervision of the chief business official or designee, perform complex accounting, analytical and technical work which may include Mandated cost program, Medi-Cal billing, Medi-Cal Administrative Activities, program control, analysis; program and district-wide development; student body fund accounting; compilation of various reports for management, Federal, State, County, and other specialized record keeping duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participates in the mandated cost, Medi-Cal Billing, and Medi-Cal Administrative Activity development process.

- Reviews and analyzes student body financial reports and statistical data, and assists in the preparation of written reports on findings. Provides technical accounting support to all school sites or bookkeepers in the area of student body funds. Conducts examinations to ascertain the reliability and integrity of information, compliance, and the safeguarding of assets in the area of student body funds.

- Audits and leads in the maintenance of the general ledgers for all sites and student body funds.

- Researches, collects and compiles data for financial and statistical reports and develops complex computer aided models used in the preparation of various reports, projections, and analyses.

- Provides technical assistance to ensure correct application of appropriate regulations, laws, and guidelines.

- Resolves problems and discrepancies and makes revisions as necessary in compliance with established policies and procedures.

- Reviews and verifies data and reports prepared by school site staff and bookkeepers.

- Works closely and cooperatively with program manager and site administrators to assure that all mandated cost claims, Medi-Cal Billings, and Medi-Cal Administrative Activities are submitted timely and accurately. Conducting the training of District and site staff in the area of mandated costs, Medi-Cal Billing, Medi-Cal Administrative Activities and student body funds.

- Train all sites and financial services on ASB accounting systems.

- Serves as the District liaison to contract companies from mandated programs by compiling claims and reports submitted by site and department staff.

- Assists in developing department procedure manuals and handbooks.

- Makes oral and written recommendations regarding review activities, policies and procedures; makes recommendations, and provides for appropriate follow-up.

- Disseminates information through proper channels of authority.

- May perform the duties of Accounting Technician II, I and Bookkeeper.

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

QUALIFICATIONS

Knowledge of:

- Principles and practices of budgeting, accounting and financial record keeping, preferable as they apply to California school districts.
- Auditing and financial research and analysis procedures.
- Budget preparation and administration.
- Account number structure and correct use of object codes.
- Computer based software programs that support this level of work, including but not limited to, word processing, spreadsheets, and data entry into custom data bases.
- Departmental procedures and standing instructions related to work performed.
- Interpersonal skills using tact, patience, and courtesy.
- Office practices, procedures, etiquette and equipment use, including record keeping, filing systems, letter and report writing and telephone.
- Pertinent Federal, State, and local laws, codes and regulations.
- Preparation, maintenance, verification, and processing of accounting records.
- Oral and written communication skills.
- Proper English usage: grammar, spelling, punctuation, proofreading/editing; mathematical skills.
- Research, data collection and financial analysis, and preparation of reports and financial documentation.
- Terminology, policies, principals and procedures of the area to which assigned.

Ability to:

- Act in a professional, cooperative and positive manner.
- Apply policies and procedures to the assigned duties and responsibilities of the position.
- Be self-motivated
- Problem-solve
- Serve as liaison between the District and contracted companies regarding mandated cost claims, Medi-Cal Billing, and Medi-Cal Administrative Activities.
- Communicate clearly, concisely and effectively English: speaking, reading and writing, including professional correspondence.
- Communicate and work effectively with staff, parents, community and outside agencies in a manner that reflects positively on the department and district.
- Direct and coordinate the work of others.
- Enter data onto standardized formats using computerized data base programs by basic keyboarding or 10-key skills and calculators.
- Establish and maintain cooperative and effective working relationships with others.

- Examine, reconcile/balance, verify, and post assigned accounts.
- General ledger maintenance and monitoring.
- Learn, apply and explain policies, procedures, rules, regulations and Education Codes involved in assigned activities.
- Maintain accurate financial and statistical records.
  Make sound decisions necessary in the function of the position.
- Maintain consistent, punctual and regular attendance
- Plan, prioritize and organize work to meet schedules and timelines.
- Operate a computer and assigned office equipment; use a variety of computer software programs including, but not limited to, word processing, spreadsheets, databases, and management system software.
- Pay attention to detail.
- Perform arithmetic operations quickly and accurately.
- Prepare and process financial, statistical, accounting and purchasing reports, documents, records, and materials.
- Process and record accounting transactions accurately. Detect and correct errors or omissions.
- Travel/drive in a district vehicle (driving personal vehicle optional), as required necessary to complete the requirements of the job.
- Type at a minimum rate of 40 words per minute from a clear, legible copy.
- Understand and follow oral and written directions.
- Use tact, patience, and courtesy.
- Work confidentially and exercise discretion.
- May work an occasional evening and/or weekend.
- Work independently with little direction.
- Carry out all aspects of the position professionally.

PHYSICAL ABILITIES

This position requires:

- Hand/eye coordination and manual dexterity to keyboard, 10-key, operate a telephone and office business machines.
- Normal physical strength and endurance for standing, sitting, bending, reaching, walking and lifting and carrying of lightweight materials.
- Speaking in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone.
- Sufficient hearing to conduct conversations in person and over the telephone.
- Visual acuity and depth perception to read a variety of materials and inspect work in progress.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent is required. Four years of increasing responsibility in performing business/accounting functions with at least two years of general ledger accounting is desired. Two years of higher level education with emphasis in accounting/bookkeeping is preferred.

LICENSES AND CERTIFICATES:

- Valid California Driver's License
- A typing certificate for 40 words per minute