

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Accounting Technician Adult/Alternative Ed.

**Classification:** Classified

**FLSA:** Non-Exempt

**Reports to:** Site Administrator

**Range:** Classified Salary Schedule

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### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: associate's degree in accounting or related field and three years experience performing varied accounting, record keeping and report preparation duties.

### **SUMMARY**

Under the direction of the Principal/Director, perform a variety of technical and specialized accounting and budgeting work in the review, analysis and adjustment of assigned District accounts; monitor, audit and prepare accounting records and reports for assigned District budgets.

### **SPECIFIC RESPONSIBILITIES**

1. Perform a variety of technical and specialized accounting and budgeting work in the review, analysis and adjustment of assigned District accounts; monitor funds for income and expenditures; audit accounts for errors and make appropriate adjustments.
2. Monitor, audit and prepare assigned District budgets; identify and resolve issues and problems related to assigned budgets; process proposed budget transfers and revisions; review, evaluate and revise budgets as appropriate.
3. Compile, code, verify and prepare accounting, statistical and budgetary data regarding assigned accounts and programs; prepare and maintain a variety of auditable financial and statistical records and reports related to District budgets, accounts, programs and assigned activities.
4. Verify, balance and adjust assigned accounts in support of assigned District programs; transfer funds as appropriate; review, adjust and assure accuracy of journal entries; notify administrators of financial activity and account balances as appropriate.
5. Input budget, accounting, attendance and other financial and statistical data into an assigned computer system; generate mandated and requested computerized reports; maintain automated records; review data, records and reports for accuracy and completeness; process related forms and applications as necessary.
6. Receive, review, process, sort and file purchase orders and invoices according to established procedures; prepare invoices and purchase orders for payment; inspect orders for accuracy and completeness regarding vendor address, coding and cost calculations; make corrections as necessary.
7. Compile and process attendance information for adult education programs; distribute, collect and process attendance forms; maintain attendance records; prepare Average Daily Attendance (ADA) and other related reports and submit to appropriate governmental agencies or personnel according to established time lines.
8. Communicate with administrators, personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
9. Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

10. Assemble, match, sort, tabulate, check and post a variety of financial and statistical data including income and expenditures; prepare financial projections and forecasts of expenditure levels and revenue of District budgets; provide recommendations concerning spending limitations.
11. Participate in other assigned activities such as preparing correspondence, generating report cards, preparing deposits and assisting with payroll and registration activities.
12. Assist governmental agencies with conducting annual and special audits.
13. Attend assigned conferences and meetings.
14. Perform related duties as assigned.

### **SPECIFIC QUALIFICATIONS**

Knowledge of:

- Methods, procedures and terminology used in technical accounting and auditing work.
- Financial and statistical record-keeping techniques.
- Preparation of comprehensive accounting and attendance reports.
- Preparation, review and control of assigned accounts.
- Budget preparation and control.
- General accounting, budget, attendance and business functions of a school district.
- Financial analysis and projection techniques.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Arithmetic computations.

Ability to:

- Perform a variety of technical and specialized accounting and budgeting work in the review, analysis and adjustment of assigned District accounts.
- Monitor, audit and revise assigned District budgets.
- Maintain accurate financial and statistical records.
- Prepare and analyze comprehensive accounting reports.
- Receive, review and process purchase orders and invoices.
- Assemble, organize and prepare data for records and reports.
- Analyze financial data and prepare reports, forecasts and recommendations.
- Monitor District income and expenditures.
- Prepare ADA reports.
- Compare numbers and detect errors efficiently.
- Reconcile, balance and audit assigned accounts.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned software.
- Make arithmetic computations with speed and accuracy.
- Plan and organize work.
- Meet schedules and time lines.

### **PHYSICAL ABILITIES**

Office environment.

Dexterity of hands and fingers to operate standard office equipment.  
Seeing to read, post and assure the accuracy of accounting records.  
Hearing and speaking to exchange information.  
Bending at the waist, kneeling or crouching to retrieve and file materials.  
Sitting for extended periods of time.