



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Budget & Accounting Technician II	#2489
	Business Services	
SALARY PLACEMENT:	Classified Salary Schedule	
	Range 37	

SUMMARY OF POSITION:

Under direction of management personnel, performs analytical review of accounting and auditing duties, in the area of accounts receivable, accounts payable, payroll, general ledger to ensure compliance with State, Federal and local requirements. Provide direct assistance in the preparation and maintenance of budgets, financial reports, and accounting records as well as independent judgment and problem-solving skills to be fully exercised in relation to assigned areas of responsibility. Does related work as required.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

High school diploma or equivalent of the completion of the twelfth grade, supplemented by course work or training in accounting or bookkeeping obtained through a community college, trade, or correspondence school. May be substituted by experience of a closely related nature. One year experience in accounting.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Three year's experience in accounting bookkeeping and budget accounting, preferably 6 months in an educational setting. Knowledge of principles, practices, and procedures of accounting; modern office practices and procedures; data processing; proper English usage; good record-keeping techniques. Experience working in a school district or county office of education.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of:

- basic principles, practices and procedures of accounting including budget development, payroll, accounts payable and accounts receivable
- modern office practices, procedures, and equipment
- applicable sections of State Education Code and other applicable laws
- record-keeping techniques
- assigned software

Ability to:

- maintain accounting and financial records
- perform mathematical calculations quickly and accurately
- understand and follow oral and written directions
- learn to interpret, apply, and explain rules, regulations, policies, and procedures
- compile and analyze financial and statistical information and data
- maintain records and prepare reports
- plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks
- establish and maintain cooperative and effective working relationships with others
- operate a variety of office equipment i.e., computers and calculators
- be flexible and receptive to change

Possess:

- good oral and written communication skills
- good interpersonal skills using tact, patience, and courtesy.

DISTINGUISHING CHARACTERISTICS:

There are various levels within the Budget & Accounting series. The Budget & Accounting Technician I is responsible for a set of accounts typically involving reconciliation of financial data. The Budget & Accounting Technician II is responsible for reviews & analysis for a complete set of accounts. The Budget & Accounting Technician III is responsible for reviews & analysis for a complete set of accounts for major programs. The Budget & Accounting Analyst is the advanced level in the series that prepares complex accounting reports and analysis in support of major programs and special projects.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to the following:

1. Perform accounting and budgetary duties related to a particular function and assigned by the department.
2. Prepare and maintains necessary reports that relate to specific functions assigned.
3. Post transactions, assemble, tabulate, audit and compare statistical and financial data; enter data into computer.
4. Reconcile and balance accounts.
5. Compile summaries of detailed statistical data analyzing information and data.
6. Edit computer readouts for accuracy.
7. Compile & prepare journals, correcting documents, accounting, and expense distribution sheets.
8. Complete forms and documents.
9. May communicate with agencies and personnel being served by the department and agencies and personnel performing services for the department.
10. Maintain necessary files and records.
11. Answer telephones, takes messages, and provide information.
12. Copy, fold, sort and distribute materials.
13. Use current technology and equipment to generate spreadsheets, reports, and correspondence.
14. Assemble, tabulate, audit and compare statistical and financial data.
15. Compile summaries of detailed statistical data analyzing information and data. Analyze financial readouts for accuracy.
16. Review and prepare original budget, interim, year-end closing, and auditable documentation as related to assigned programs.
17. Maintain confidentiality.
18. Mentor new hires and provide ongoing support to team members.
19. Perform related work as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.

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