

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical accounting duties related to the preparation, maintenance and review of various reports, records and accounts.

REPRESENTATIVE DUTIES:

Perform complex and technical accounting duties in support of an assigned department or set of accounts such as categorical funds and food services; establish, monitor and maintain assigned accounts. *E*

Compile, organize and review financial data and documents; prepare and process financial reports and statements as mandated by County, State and federal agencies; prepare financial reports and related documents including profit and loss statements, balance sheets and reimbursement claims for an assigned department. *E*

Reconcile and balance assigned accounts and bank statements; record financial transactions; maintain journals and ledgers; prepare trial balance. *E*

Process accounts receivable as assigned; prepare billings; maintain related files; record receipts and expenditures; transfer monies and correct errors and discrepancies. *E*

Perform a variety of clerical tasks such as typing, filing, duplications and maintaining a variety of records; answer telephones and monitor inventory for assigned departments. *E*

Monitor and control expenditures for assigned accounts to assure funds cover expenditures; assure expenditures are charged against proper accounts. *E*

Communicate with vendors and District personnel to resolve problems, correct errors, obtain authorizations and exchange information. *E*

Assist public concerning applicable departmental forms, processes, policies and procedures. Provide detailed and technical information as necessary. *E*

Audit financial data and documents to assure accuracy, completeness and compliance with District policies and procedures and applicable governmental regulations. *E*

Prepare statistical and analytical reports for administrators and State/federal funding sources as requested; assists as directed in preparing reports. *E*

Gather, assemble, post, balance and summarize accounting data; receipt and deposit monies as assigned. *E*

Input information into a variety of computerized data processing programs; sort, retrieve and analyze data and generate reports as described by the director and/or supervisor in accordance with established timelines within these processing programs. *E*

Audit daily receipts as assigned and prepare periodic reimbursement claims; prepare financial statements and projections as requested; assist in the preparation of departmental budget as directed.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Accounting Technician works under the direct supervision of the Director/Department Administrator. Exercises no supervision.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

Accounting principles, practices and procedures.

Financial, statistical and fiscal record-keeping principles.

Preparation of comprehensive accounting reports.

Modern office practices, procedures and equipment.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Use of computers and software applications.

Technical aspects of field of specialty.

District organization, operations, policies and objectives.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Maintain fiscal records and accounts.

Perform technical and complex accounting work in the preparation, maintenance and review of financial records, accounts and reports for an assigned department. Assure compliance with applicable District policies, procedures and governmental regulations.

Balance accounts and reconcile bank statements.

Prepare financial records, reports and statements.

Interpret and apply rules, regulations, policies and procedures.

Operate a variety of office equipment and machines such as computer, typewriter, calculator, copier.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Work independently with little direction.

Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level training with specialized course work in accounting, bookkeeping or related field and two years increasingly responsible experience in the preparation and maintenance of financial and statistical records in an automated accounting environment.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment; seeing to read, post and assure the accuracy of financial records and documents; hearing and speaking to exchange information.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: March 3, 1981

Policy Revised: June 4, 1984

Policy Revised: April 4, 1995

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