



JOB DESCRIPTION

Accounting Technician



Reports to:	Accounting Supervisor	Employment Group / Salary Range:	CSEA Range O
Dept:	Fiscal Services	FLSA:	Non-exempt
Annual Work Days:	261	Formal Review Date: Board Approval Date:	6/30/23 7/10/23

PRIMARY FUNCTIONS

Under general supervision, performs a variety of technical accounting support duties involved in financial recordkeeping and reporting in support of accounts payable, accounts receivable, and financial reporting; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Reviews and audits invoices, purchase orders and accounts payable batches; verifies accuracy of account coding and requests changes when necessary; processes payments to vendors; acts as backup for data entry as needed.
- Responds to questions regarding invoice, purchase order and payment policies, procedures and the status of specific bills and payments; works with departments and employees to resolve issues regarding the application of District and County Office of Education policies.
- Researches discrepancies related to invoicing and warrants; maintains contact with vendors to clarify invoices and resolve any discrepancies; prepares warrant cancellations, stop payments, replacements and manual warrants, and submits to the County Office of Education.
- Prepares requests for vendor maintenance including remittance addresses and 1099 reporting information; coordinates 1099 annual reporting with the County Office of Education.
- Prepares journal entries for corrections to accounts payable entries and site bill-back purchases.
- Reconciles and/or reviews reconciliation of bank statements, petty cash funds and department funds; reviews and verifies financial report totals and identifies, researches and corrects errors, within established policies and procedures; oversees and performs month-end balancing of assigned general ledger accounts; coordinates entry and payment of year-end accruals.
- Prepares a variety of spreadsheets to track utilities and other accounting charges; assists with generating financial reports and records.
- Maintains physical and electronic records and documents in accordance with District policies and procedures; ensures all accounts payable documents have been archived annually in preparation for annual external audit.

Accounting Technician

- Assists principals in managing associated student body (ASB) accounts and funds, including reconciling all accounts, approving PO and check requests, process invoices and making bank deposits; develops and maintains effective procedures for ASB offices; trains ASB staff and fiscal staff regarding ASB policies. Examples include
- Manages transactions utilizing accounting software for incoming monies for all sites.

OTHER DUTIES

- May provide backup to payroll or clerical support staff.
- Maintains and updates divisional web pages, social media and online calendar.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from high school or GED equivalent plus college-level accounting, finance or business classes and three years of progressively responsible experience in full-charge bookkeeping or accounts receivable/payable, or an equivalent combination of training and experience. An associate degree is preferred.

Licenses, Certificates and Other Requirements:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Policies, procedures and practices for processing and recording accounts payable, accounts receivable and related financial transactions.
- Operations of the District's financial systems.
- Methods and techniques of general ledger posting and reconciliation.
- Financial records management, recordkeeping, filing and purchasing practices and procedures.
- Customer service practices and telephone etiquette.
- District rules, regulations and requirements related to accounting and financial recordkeeping.
- District payroll and general accounting systems operations, practices and procedures applicable to assignment.
- Basic grants administration methods and practices.

Skills and Abilities to:

- Make calculations and tabulations and review fiscal documents accurately and rapidly.
- Prepare clear and accurate financial and statistical records and reports.
- Analyze and make sound recommendations on complex invoicing and payment issues, data and operations.
- Follow and enforce established financial and accounting procedures and controls.
- Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Represent the City effectively in dealings with vendors and customers.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions and under intensive deadlines.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed