**MT DIABLO UNIFIED SCHOOL DISTRICT**

**Accounting Technician**

**SUMMARY DEFINITION:** Perform a variety of technical accounting duties; process, evaluate, and assure accuracy of financial and accounting reports; prepare, maintain and assure accuracy of various financial records and reports; assure compliance with established District policies, procedures, State, County, and federal regulations and reporting requirements; and to perform other related duties as assigned.

**EXAMPLES OF DUTIES** (to include, but not limited to)**:**

**E = Essential Functions** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

1. Balances, reconciles, adjusts accounts; prepares bank reconciliations; prepares revenue and expense reports; trial balances and balance sheets. **E**
2. Prepare and collect invoices and purchase orders; process payments and obligations for the District. **E**
3. Support student attendance, including reporting to the state; support all staff attendance and required reporting. **E**
4. Check invoices and match with purchase orders and receivers; contact staff and vendors to verify invoices; issue and distribute appropriate payments to purchase orders; assure proper documents have been received for payment and adhere to established auditor guidelines and procedures; generate requisitions as needed.
5. Prepares monthly, quarterly and annual financial and attendance reports for the district, county and state. **E**
6. Reconciles accounting transactions with county records to the District's financial system. **E**
7. Ensures the preparation of Board Reports on budget transfers.
8. Prepares year-end closing financial records for district and state reports.
9. Meets accounting deadlines and ensures that transactions are legal and are accurate and timely.
10. Provides information and detailed schedules to the external auditors. **E**
11. Provides assistance to administrators and clerical staff throughout the district regarding fiscal policies, regulations and procedures, budgetary/accounting information, and attendance procedures. **E**
12. Resolves transactions involving complex payment contracts, compliance regulations, and data discrepancies.
13. Assists staff in reviewing, checking, and summarizing school or department budgets, District accounts, attendance reports, and other records and transactions.
14. Attends meetings of the Board of Education, as assigned.
15. Attends job related meetings and activities specified by Director of Fiscal Services
16. Performs additional duties assigned by the Director of Fiscal Services as an adjunct to regular stated duties.

17. Performs those duties and responsibilities as may be prescribed by the Director of Fiscal Services, Chief Business Officer, and Superintendent.

**EDUCATION AND EXPERIENCE:**

**Must possess the following requirements of the equivalent for each of the items:**

- Any combination equivalent to: Bachelor's degree in business/public administration, accounting or a closely related field or equivalent professional training or experience.
- Experience in directing/supervising the work of others.

**KNOWLEDGE OF:**

- Knowledge of accounting principles, practices and methods, and their application to the preparation of fiscal statements.
- Knowledge of governmental accounting methods.
- Knowledge of budgetary practices.
- Knowledge of automated accounting systems and personal computers, and skill in using them.
- Knowledge of state and federal laws pertaining to school accounting.

**SKILL IN:**

- Skill in performing accounting duties.
- Skill in applying accounting principles to the maintenance of control records and the preparation of financial statements.
- Skill in devising, installing and revising major accounting systems.
- Skill in preparing accurate and complete financial reports from accounting records.
- Skill in logical thinking and the ability to explain difficult material simply.
- Ability to design and implement procedures.
- Skill in expressing oneself clearly and concisely, both orally and in writing.

**ABILITY TO:**

- Ability to exercise good judgment and tact.
- Ability to work effectively with all segments of the educational community and general public.
- Ability to assemble and analyze data, and make appropriate recommendations for action.

**ENVIRONMENT:**

School office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent timelines; maintains high regard for exemplary customer service.

**PHYSICAL ABILITIES:**

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

CST Salary Schedule Range: 525

Board approved 5/28/2020