

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: ACCOUNT TECHNICIAN

Classification:	Classified	Work Year:	251 Days
Department:	Fiscal Services	Board Approval:	10/17/2002
Reports To:	Chief Fiscal Officer	Work Year Revision:	02/19/2009
Salary Range:	Classified Salary Schedule, Range 19	Format Revision:	10/30/2009

BASIC FUNCTION:

To perform routine accounting functions in the preparation and processing of assigned financial or budgetary records and reports, and in areas including accounts payable, accounts receivable, and purchasing.

REPRESENTATIVE DUTIES:

- Assists in the maintenance of District fiscal/accounting records and transactions related to accounts payable, accounts receivable, purchasing, and current building projects.
- Assists in the maintenance of financial records and processes documents involved in financial/special reporting transactions; assigning codes, preparing copies, batching or sorting as necessary.
- Posts, checks, assembles, tabulates, audits, and compares statistical and financial data.
- Maintains and balances ledger accounts; checks and adjusts irregularities.
- Reviews and verifies accuracy of invoices, requisitions, purchase orders, receiving documents, and similar documents.
- Checks documents for proper budget authorization before processing.
- Codes purchase orders for expenditure classification.
- Computes, verifies, balances, and adjusts accounts, records, and data based on established procedures and policies.
- Orders, receives, stores and inventories needed supplies and materials for assigned accounts.
- Prepares bank deposits, reconciles bank statements, and monitors status of assigned accounts.
- Develops estimated costs for specific expenditures for use in budget development.
- Operates typewriter, calculator, computer, copier, and other standard office machines.
- Performs other duties similar to the above in scope and function as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Purposes, methods, and practices of financial and accounting record keeping; general bookkeeping principles and procedures.

ABILITY TO:

- Learn the appropriate rules, regulations and technical procedures used for school accounting records;
- Understand and carry out directions in an independent and problem solving manner;
- Apply general rules and regulations to specific cases;
- Perform arithmetic calculations accurately and rapidly;
- Type accurately at a rate required for successful job performance, including forms and reports;
- Operate office machines and equipment including a personal computer, calculator, and copy machine;
- Maintain a variety of record keeping systems;
- Prepare a variety of accurate financial and statistical reports and summaries;
- Identify and correct errors in mathematical computations and financial documents;
- Maintain a chart of accounts for the various programs and funding sources;
- Communicate effectively in both oral and written forms;
- Work accurately under pressure;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

ENVIRONMENT:

- Normally assigned to work environment with light physical qualifications and requirements.

PHYSICAL ABILITIES:

- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.