

**MEMORANDUM OF UNDERSTANDING
BETWEEN
WESTERN PLACER UNIFIED SCHOOL DISTRICT (“District”)
AND THE
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its WESTERN PLACER
CHAPTER NO. 741
(together, “CSEA”)**

The California School Employees Association and its Western Placer Chapter No. 741 (“CSEA”) and the Western Placer Unified School District (“District”) (together the “Parties”) have met and enter into this Memorandum of Understanding (“Agreement”) regarding the creation of a new Account Technician III classification:

1. The parties agree to create a new classified job classification titled “Account Technician III”. The job description for this position is attached.
2. The pay range of the Account Technician III will be Range 35.
3. The parties agree that upon the promotion of a bargaining unit member from Account Technician II to Account Technician III, the vacated Account Technician II position shall be eliminated.

*This agreement shall be in effect upon signature by both parties, ratification by CSEA Western Placer Chapter #741, and Board of Trustees approval.

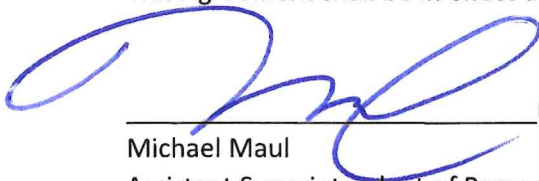
*Except as otherwise provided in this MOU, all other terms and conditions of the parties’ collective bargaining agreement shall remain in full force and effect.

*This MOU establishes no past practice or precedence.

*In the event any term of this MOU shall, to any extent, be found to be invalid or unenforceable, the remainder of this MOU shall remain valid and enforceable.

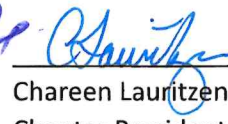
*This MOU shall be governed by and controlled in accordance with the laws of the State of California.

This Agreement shall be in effect upon ratification by both Parties.



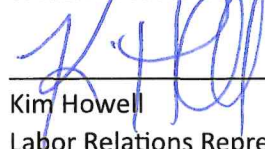
Date: 1/23/26

Michael Maul
Assistant Superintendent of Personnel
Western Placer Unified School District



Date: 1/23/26

Chareen Lauritzen
Chapter President
Western Placer #741



Date: 1/23/26

Kim Howell
Labor Relations Representative
California School Employees Association

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Account Technician III**
Department: Business Services
Report To: Director of Business Services

SUMMARY:

Performs a wide range of fiscal, accounting, and reporting functions in support of District business operations. Responsibilities include monitoring and reconciling financial records; preparing journal entries, budget transfers, and required federal, state, and county reports; managing accounts receivable, deposits, and online payments; and maintaining vendor, credit card, and revolving account records. Supports attendance, transportation, cafeteria, and Medi-Cal administrative reporting; assists with audits, public records requests, and annual reporting; maintains business procedures and system access; and provides cross-functional and administrative support to ensure accurate financial operations and compliance with applicable regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attendance: Review site reports for accuracy and assist school sites in attendance accounting as needed. Prepare P-1, P-2 and Annual ADA Reports.
- Transportation: Prepare monthly journals for Stock to Vehicle reports. Combine monthly data in preparation for Quarterly Fuel Tax – Exempt Operator Tax Returns. Track transportation costs and create journal monthly.
- Cafeteria: File SNP and CNIPS claims monthly online.
- Prepare and file annual Sales Tax Reports.
- Monitor the General Ledger and prepare budget transfers, journal entries, and corrections. Post journal entries and process internal budget and expense transfers.
- Accounts Receivable: Prepare all accounts receivable billings, abatement and income transmittals.
- Prepare/create online payment forms and reconcile incoming payments.
- Review, reconcile, and prepare deposits of all income; process deposit permits and accompanying backup for communication with the Placer County Treasurer.
- Post County-approved deposits and research discrepancies with the County Auditor's Office.
- Maintain District credit card records, including balances, approvals, and usage documentation.
- Prepare, reconcile, and distribute 1099 forms to vendors annually.
- Maintain and update the vendor database.
- Manage revolving and clearing cash funds.
- Maintain and submit Federal reports related to MAA on a quarterly basis for various Medi-Cal activities performed.
- Supports data collection for audits and annual reporting
- Maintain and update the District Business Procedure Manual.
- Maintain/manage users for revolving accounts such as Home Depot, Lowe's &

- Wex (Chevron)
- Maintain online utility accounts; manage access and pull data usage reports as needed
 - Complete Public Records Request as needed.
 - Attend departmental or inter-departmental meetings as required.
 - Provide cross-functional support to other areas within district.
 - Operate a variety of office equipment including personal computers, peripherals, scanners, 10-key calculators, and copiers.
 - Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Five years of increasingly responsible financial, accounting, or administrative experience, preferably in a public agency or school district.

KNOWLEDGE ABOUT:

- Principles of financial record keeping and budgeting
- Accounts payable, receivable, and general ledger operations
- Applicable federal, state, and local regulations (eg, 1099 processing, developer fee collections, etc)
- Office procedures, practices, and equipment

SKILLS AND ABILITIES:

- Maintain accurate and detailed financial records
- Reconcile complex accounts and identify discrepancies
- Communicate effectively both orally and in writing
- Work independently, prioritize tasks, and meet deadlines
- Establish and maintain cooperative working relationships

TECHNOLOGY PROFICIENCY:

- Proficient with financial software systems, spreadsheets (Excel), word processing, and Google Platform
- Experience with accounting software and systems used by public agencies preferred

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm or finger motion many times. The employee must occasionally lift and/or move up to 25 pounds..