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 journals 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 discrep
- 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..