JOB DESCRIPTION

JOB TITLE: Accounting Technician: Categorical Programs

Job Family: Business Services

Range: 47

Job Purpose Statement/s: The job of "Accounting Technician: Categorical Programs" is done for the purpose/s of the preparation of financial reports related to the receipt and expenditure of monies for State and Federal Categorical District programs. Incumbent is also responsible for maintaining financial and statistical data used for internal and external reporting for complete fiscal accounting cycles for assigned programs.

Essential Job Functions:

* **Maintains** financial and statistical records for State and Federal projects, including, but not limited to, monies authorized under Chapter I, Chapter II, Economic Impact Aid, School Improvement and Headstart Preschool programs.
* **Assists** Educational Services and school site personnel in the area of budget preparation and monitoring of expenditures for all assigned categorical programs.
* **Prepares** documents for transfers of appropriations and other expenditure adjustments as required.
* **Prepares** and distributes monthly or quarterly expenditure reports as required for assigned programs.
* **Serves** as liaison between District and County personnel to expedite income and expenditure accounting in categorical programs.
* **Prepares** special reports for assigned programs as required or requested.
* **Assists** with financial sections of Headstart/Preschool and Consolidated Applications for funding.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** Minimum of two (2) years of job-related experience in accounting, financial or statistical records maintenance.
* **Skills, Knowledge and/or Abilities Required**:

  Skills: Typing/keyboarding accurately at a rate of 30 words per minute; to use computers and accounting applications, maintain records, apply basic accounting practices.

  Knowledge of basic accounting practices, problem solving methodology, and modern office methods. Correct English grammar, spelling, vocabulary and accounting terminology.

  Abilities to sit for prolonged periods, think logically with attention to detail, prepare clear and accurate reports. Significant physical abilities include reaching/handling/fingering, talking/hearing, near visual acuity/visual accommodation.
* **Education Required**: High School diploma or equivalent, supplemented by coursework in bookkeeping, accounting or similar subjects. AA or equivalent preferred.
* **Licenses, Certifications, Bonding, and/or Testing Required**: Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results.