Lake Elsinore Unified School District
September 10, 2015

Job Description

JOB TITLE: Accounting Technician

JOB FAMILY: Fiscal Support Services

SALARY RANGE: 42

Job Purpose Statement/s: Under the direction of the supervisor, performs routine to complex clerical accounting functions in support of associated student bodies, specialized programs and fiscal services; acts as a resource regarding assigned areas, demonstrates accuracy, attention to detail, independent judgment and problem-solving skills in relation to specific assigned areas; support the interpretation and implementation of established federal and state laws, county and district policies, and directives regarding financial record keeping, reporting and assist with year-end closing; assist school sites in the processing of district cash disbursements, cash receipts, and record keeping.

Essential Job Functions:

- Maintains assigned financial records and/or detailed subsidiary ledgers.
- Creates, posts various ledger accounts and vendor information to district/ASB general ledger accounts as assigned.
- Assists administration with external auditors to assure efficient and responsive audit of one or more funds of the district.
- Reviews and analyzes financial records for the purpose of ensuring operations adhere to recommended accounting standards and established district practices.
- Compiles a variety of fiscal information including reports on revenues, expenditures, Associated Student Body accounts, and receivables.
- Assists and informs site and district personnel regarding a variety of procedures and program requirements including revenue and expenditure requirements, Associated Student Body compliance for the purpose of providing necessary information for completing transactions, to comply with established fiscal guidelines.
- Assists personnel as may be required for the purpose of ASB training and/or supporting ~~or~~ them in the completion of related work activities.
- Assists personnel as may be required for the purpose of parent organization training, focusing on procedures and compliance issues.
- May make site visits to assist personnel as assigned.
- Provide assistance to district's ASB programs including procedures, compliance issues, maintaining/implementing software, bank reconciliations, year-end closeout.
- Maintains a variety of fiscal information, files and records for the purpose of providing reference and audit trail for compliance.
- Prepares a variety of written materials to administration including reports, letters for the purpose of documenting procedures, providing written reference, conveying/presenting information and/or complying with financial, legal and administrative requirements.
- Computes, maintains, reconciles, verifies, balances and adjusts accounts, records and data requiring independent judgment based on established procedures and policies.
- Processes invoices and contracts for payment; verifies receipt and/or completion, assigns correct account codes, enters information into computer.

- Maintains district bank accounts; receives requests, checks for proper authorization, account coding and accuracy of extensions; writes check(s), obtains proper signatures and routes checks.
- As required reads a variety of manuals, writes documents following prescribed formats and/or presents information before groups.
- Organizes, prepares and maintains payroll abatements as needed.
- Monitors dates to assure required actions are completed in a timely manner.
- Prepares deposits for all funds received by the district.
- Verifies accuracy of computer generated reports; adjusts/corrects information as needed.
- May sort and distributes warrants.
- Operates computer terminal to generate lists, update records, monitor expenditures, respond to requests, etc.
- Researches problem areas, questions areas of concern; tracing payments, credits, invoices; contacting vendors, suppliers, contracting agencies and/or employees as necessary to reconcile discrepancies.
- Obtains and provides financial data for County Office and District departments as assigned.
- Performs a variety of clerical duties including filing, typing and processing to complete assigned duties.

Job Requirements - Qualifications:

* **Experience Required:** Three (3) year's experience in financial record keeping work, preferably within a school district; ASB fiscal functions desirable.

* **Skills**, **Knowledge and/or Abilities Required:**

Skills: Typing/keyboarding at 30 words per minute; operate standard office equipment including use of computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation.

Knowledge of standard accounting requirements. Purposes, methods and practices of financial record keeping; general accounting and bookkeeping principles and procedures related to assigned areas of responsibility. Methods, procedures and terminology used in technical accounting work. Guidelines, practices, policies and procedures related to ASB accounting functions. Financial and statistical record-keeping techniques. Preparation of financial statements and comprehensive accounting reports. Use and processing of requisitions, receivables, invoices and related documents. Policies and objectives of assigned programs and activities. Preparation, review and control of assigned accounts. Data control procedures and data entry operations. Modern office practices, procedures and equipment. Operation of a computer and assigned software. Oral and written communication skills. Interpersonal skills including tact, patience and courtesy. Arithmetic calculations.

Abilities to: Perform a variety of technical accounting duties in support of ASB. Maintain accurate financial and statistical records. Prepare comprehensive accounting reports and statements. Identify, investigate and resolve financial errors and discrepancies. Monitor and audit revenue and expenditures. Collect, receive, verify and process incoming cash, monies, deposits and receipts. Assemble, organize and prepare data for records and reports. Prepare, process and verify requisitions. Maintain, balance, adjust and reconcile accounts. Prepare invoices, billings and reimbursements for payment. Compare numbers and detect errors efficiently. Operate standard office equipment including a computer and assigned software. Meet schedules and timelines. Perform arithmetic calculations quickly and accurately. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Work under minimal supervision accurately and with attention to detail; understand and carry out oral and