



Account Technician

Purpose Statement

The Account Technician is responsible for processing and maintaining financial transactions and records, as well as supporting payroll processes within the accounting department for Bismarck Public Schools.

Supervisory Relationship

Reports to: Director of Accounting

Essential Functions

- **Process Financial Data:** Process invoices for payment, deposit cash and check collections, and complete basic adjusting entries to the general ledger for account corrections or recurring monthly allocations.
- **Maintain Financial Records:** Keep detailed financial files and records to ensure availability and compliance with policies and regulations.
- **Monitor Compliance:** Review financial information submitted by locations across the district (e.g. – credit card receipts) to ensure compliance with school policies and completeness of financial records.
- **Process Payroll Data:** Handle and update payroll-related information to help ensure accurate and timely payments along with compliance with established practices.
- **Respond to Inquiries:** Address questions from staff and administration regarding financial and payroll procedures, providing guidance to facilitate transaction processing as necessary.
- **Compile Financial Information:** Gather and document financial data related to work assignments to ensure proper processing and documentation.
- **Departmental Assistance:** Provide support to other departments in financial and payroll related tasks when necessary.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Proficiency in operating standard office equipment and using pertinent software applications.
- Ability to plan and manage projects and develop effective working relationships.
- Competence in preparing and maintaining accurate records and performing accounting procedures.
- Effective communication skills, both written and oral.

Knowledge

- Intermediate knowledge of Microsoft Excel, including use of a variety of formulas.
- Familiarity with accounting/bookkeeping principles and computer skills.

Abilities

- Communicate effectively, maintain confidentiality, meet deadlines, and manage priorities.
- Solve problems independently and work under limited supervision.
- Maintain confidentiality and work as part of a team.
- Adapt to changing work priorities and meet deadlines.

Responsibility

Work under limited supervision following standardized practices and/or methods. Complete all essential functions as listed in the job description timely and accurately. Utilization of some resources from other work units is often required to perform the job's functions. Have a continual impact on the organization's services.

Work Environment

The job requires some lifting, carrying, pushing, and pulling, with significant fine finger dexterity. Generally involves 80% sitting, 10% walking, and 10% standing. The job is performed in a clean and healthy environment.

Experience

Job-related experience is preferred

Education

Associate's degree or 2 years of related work experience

Continuing Education/Training

Participate in on-going training as required

Clearances

Criminal justice fingerprint/background clearance

FLSA Status

Non-Exempt

Salary Grade

SK