

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

ACCOUNTING TECHNICIAN

**POSITION
DESCRIPTION:**

Under general supervision of the Director of Fiscal Services, performs a variety of clerical and technical accounting duties related to the processing and maintenance of accounts payable and accounts receivable transactions. Responsibilities include reviewing, verifying, and processing invoices and payments; receiving, recording, and depositing revenues; maintaining accurate financial records; reconciling accounts; and ensuring compliance with applicable policies, procedures, and regulations. The position serves as a key point of contact for vendors, staff, and external agencies regarding payment and receivable inquiries and supports the overall efficiency and accuracy of the District's financial operations.

**ESSENTIAL JOB
FUNCTIONS:**

1. Process accounts payable and accounts receivable transactions, including invoices, cash payments, receipts, and deposits (including cash receipts and cash depositing) ensuring accuracy, proper authorization, and compliance with accounting requirements
2. Review, match, and verify purchase orders, invoices, and receiving documentation; research, investigate, and resolve discrepancies prior to processing (including change orders)
3. Prepare and process disbursements (e.g., checks, electronic payments, reimbursements, revolving cash) and ensure timely deposit of District funds
4. Reconcile accounts, vendor/customer statements, and financial records; identify, research, and resolve discrepancies
5. Maintain and audit financial records, files, and systems (e.g., accounts payable, receivable, vouchers) to ensure accuracy, completeness, and an audit-ready trail
6. Prepare documentation and reports (e.g., invoices, correspondence, board agenda items, tabulations) to support financial transactions, inform District personnel, and fiscal reporting requirements
7. Provide information and assistance to District staff, vendors, and external agencies regarding account status, required

documentation, and procedures to ensure accurate processing, reporting, and compliance with established policies and regulations

8. Monitor payment timelines and outstanding receivables to ensure timely processing and follow-up
9. Assist with month-end and year-end closing processes, including reconciliations, accruals, and financial reporting
10. Ensure compliance with District policies, internal controls, and applicable state and federal regulations
11. Attends trainings and meetings as directed
12. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Possession of a valid California Driver's License

Knowledge of:

- Fundamental accounting principles and practices, including accounts payable and accounts receivable processes, with an understanding of financial recordkeeping, reporting methods, and internal controls
- Applicable laws, regulations, and policies governing public sector financial operations
- Standard office practices
- Accounting systems and use of related technology to support accurate and compliant financial transactions

Ability to:

- Accurately process a high volume of financial transactions while identifying, researching, and resolving discrepancies in a timely manner
- Prioritize tasks and meet deadlines
- Communicate effectively with staff, vendors, and external agencies
- Maintain confidentiality of sensitive information
- Establish positive working relationships to support efficient and compliant financial operations
- Lift, carry, push and pull objects up to 50 lbs as assigned by position

EXPERIENCE:

Required:

- One year of varied clerical experience in accounts payable, accounts receivable, bookkeeping, or general accounting support

Desired:

- Two to four years of increasingly responsible experience in accounts payable, accounts receivable, bookkeeping, or general accounting support, preferably in a public agency or school district environment

EDUCATION:

Required:

- High School Diploma or equivalent

**WORKING
CONDITIONS:**

Environment:

- Typically an indoor office environment

Physical Demands:

- May require prolonged periods of sitting and computer use
- Occasional stooping, kneeling, crouching, reaching, handling or keyboarding associated with office work
- Moderate physical labor