

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION

Under the direction of an administrator or designee, to perform specialized accounting and budget control clerical functions; maintain financial and statistical records, utilizing manual and computer assisted processes; perform difficult and technical accounting and budget control clerical functions pertaining to the various District and school fiscal activities, record management; and to do other related work as required. Incumbents in this classification provide students and staff with a variety of specialized accounting and budget control fiscal clerical functions services which in turn directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Performs specialized and technical functions in assembling, tabulating, calculating, verifying, and filing accounting and fiscally related information and data
- Performs complex and technical fiscal record management operations related to one or more specialized accounting and budget control functions pertaining to the assigned school or District operation
- Assists in revision, formulation, and implementation of accounting and budget control record management systems and procedures
- Audits, posts, balances, and verifies accounting and budget control records for accuracy and potential areas of concern
- Prepares trial balances financial statements, and bank reconciliation
- Establishes, posts, and maintains journals, ledgers, and a variety of other accounting and fiscal records
- Prepares and verifies the accuracy and completeness and financial files, records, and reports; prepares accounting and budget control record analyses
- Responsible for receiving cash, recording receipts and making regular deposits
- Operates computers and a variety of business office machines and equipment
- Works with a computer based accounting and budget control system using a variety of application software
- Prepares system input data and analyzes, verifies, and reconciles output reports
- Makes complex arithmetical calculations and verifies computations
- Assists in the development of budget preparation materials, including the projection of revenue and expenditure data
- Performs lead functions within a specialized accounting and budget control record management system that may include the preparation of technical and complex reports
- Interprets and provides information regarding routine legal mandates, policies, regulations, and operational guidelines to school and District personnel
- Communicates with personnel, parents and outside contacts to inform and resolve issues or concerns, interprets and provides information regarding routine legal mandates, policies, regulations and operational guidelines to school and District personnel
- Provides training to personnel in methods, practices and procedures of school district accounting and budget control record management
- Provides technical information and reports to County, State, and Federal agencies
- Assures the timely receipt and distribution of data and reports

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- Performs a variety of general clerical duties related to the specific assignment
- May collect, compile, compute and prepare special State, County and District reports regarding student enrollment and attendance
- May assist schools in the formulation and implementation of accounting and budget control systems and procedures
- May be responsible for the handling and processing of cash receipts
- Performs other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Perform complex and technical accounting and budget control clerical functions
- Prepare, review and analyze accounting and budget control files, records, summaries and reports
- Perform double entry bookkeeping
- Lead and advise accounting and budget control clerical personnel
- Make complex arithmetical calculations and verify the results using a ten key calculator
- Accurately count and record monies
- Effectively and efficiently operate computer terminals and other office machines and equipment

Knowledge of:

- Methods, practices, and procedures of school district accounting and budget control record management
- Operation of manual and computer assisted accounting and budget control record management systems
- Modern office practices, procedures, and techniques
- Organization and planning methods, trends, techniques, and practices
- Federal, State and District laws, regulations and policies related to the assigned accounting areas

Ability to:

- Plan, schedule and perform a variety of secretarial, clerical and typing duties in support of assigned department or function
- Assemble diverse data and prepare clear, accurate and concise reports
- Maintain files and records
- Interpret and apply specific rules, policies and procedures of the office or program to which assigned
- Operate a variety of office machines and equipment
- Communicate effectively both orally and in writing
- Meet schedules and timelines
- Prepare correspondence and related materials
- Understand and carry out oral and written directions
- Keyboard at an acceptable rate of speed
- Operate computers and other business equipment
- Work courteously and tactfully with co-workers, public and parents

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- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform light medium work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, an incumbent must have the ability to do substantially all of these activities. If someone can do light work, it is deemed that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Three (3) years of highly responsible experience in accounting, or budget control record management and reporting, including one (1) year in a lead or specialized capacity.

Education:

Equivalent to the completion of High School, supplemented by knowledge, specialized training or coursework, in accounting, bookkeeping, business office organization and planning, or closely related fields.