

## Accounting Technician

### Purpose Statement

The job of Accounting Technician II is done for the purpose of providing support to department activities with specific responsibility for the processing, recording, updating and reconciling of fiscal information; and generating periodic reports in accordance with established financial practices.

This job reports to Assigned Supervisor

### Essential Functions

- Assists auditors for the purpose of providing requested supporting documentation required for audit.
- Collects financial information related to work assignments for the purpose of providing required documentation and/or processing information.
- Communicates with vendors and employees for the purpose of resolving issues and processing payment of invoices and purchase orders.
- Implements a complex variety of accounts receivable processes (e.g. bank transactions, remittance reports, billing invoices, outstanding invoices, past due accounts, etc.) for the purpose of ensuring accurate completion of accounts receivable processing.
- Implements and manages a variety of accounts payable processes (e.g. purchase orders, change orders, credit memos, stop payments, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and administrative requirements.
- Interacts with banks, schools, employees and medical benefits customers for the purpose of verifying all payments and deposits.
- Maintains financial information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Manages deposits for the purpose of ensuring accurate accounting documentation.
- Prepares Revolving Cash Fund Reimbursement Report for the purpose of accurately tracking District reimbursements.
- Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment; performing standard bookkeeping/accounting procedures; preparing and maintaining accurate records; communicating and training others; utilizing pertinent software applications; analyzing data; applying assessment instruments; and classifying data and/or information.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; start-up techniques for data entry devices to perform specific functions; codes/laws/rules/regulations/policies; and office practices.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; setting priorities; working with detailed information; communicating effectively with vendors, the public, and employees; preparing financial reports; making mathematical computations with speed and accuracy; and performing specialized accounting processes.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Two years of clerical experience involving financial or statistical data.

**Education (Minimum):** High school diploma or equivalent.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

None Required

**Continuing Educ. / Training**

Maintain Certificates and/or Licenses  
District Mandated Training

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Salary Grade**

Range 16

**Revised Date**