

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the supervision of a Director and general direction of the Fiscal Services Manager, perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; perform budgetary and expense tracking, cost accounting and projections for assigned programs; maintain, audit and reconcile assigned accounts; prepare, maintain and assure accuracy of various financial records and reports; train and provide work direction to assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; perform budgetary and expense tracking, cost accounting and projections for assigned programs; audit accounts for errors and make appropriate adjustments.

Maintain, audit and reconcile assigned accounts; assemble, match, sort, tabulate, check and post a variety of financial and statistical data including income and expenditures; review, adjust and assure accuracy of journal entries; balance and adjust accounts.

Train and provide work direction to assigned staff; monitor, review work and lead others in areas related to billings, receivables, payables and customer accounts; assist staff with resolving the more difficult accounting issues.

Review, process and evaluate purchase orders, warrants and invoices as assigned; prepare invoices for payment; verify invoices and match with purchase orders; issue and distribute accurate payments to purchase orders as directed.

Input a variety of financial and statistical data into an assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data.

Research, compile, prepare and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports and files related to accounts, income, expenditures, transfers, purchase orders, invoices, budgets and assigned activities.

Maintain contact with vendors to modify and clarify invoices and resolve discrepancies as required; follow-up on purchase orders, invoices, warrants and payments as needed; process and issue payments to reimbursement claims as assigned.

Process accounts receivable as assigned; reconcile cash accounts; receive, verify and process deposits; check money totals against receipts and invoices to assure accuracy; prepare invoices and arrange for billings as directed; make bank deposits according to established procedures.

Maintain budgets for grants; track expenditures; approve requisitions for products or services associated with assigned program.

Process and evaluate various forms and applications as assigned; compare and reconcile forms, statements, records, reports and other financial documents; identify errors and resolve discrepancies; initiate account transfers as needed.

Compile, research and evaluate a variety fiscal information related to assigned fiscal functions; assemble and distribute related materials; assure mandated reports are submitted to appropriate agencies according to established time lines.

Assist designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare and revise budgetary data.

Communicate with District staff and outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in technical accounting work.
Financial and statistical record-keeping techniques.
Preparation of financial statements and comprehensive accounting reports.
General accounting and business functions of an educational organization.
Policies and objectives of assigned programs and activities.
Use and processing of requisitions, purchase orders, invoices and related documents.
Preparation, review and control of assigned accounts.
Data control procedures and data entry operations.
Modern office practices, procedures and equipment.
Principles and practices of training and providing work direction to others.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills including tact, patience and courtesy.
Arithmetic computations.

ABILITY TO:

Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts.
Maintain accurate financial and statistical records.
Prepare and evaluate comprehensive accounting reports and statements.
Verify, balance and adjust accounts.
Review, process, evaluate and verify a variety of financial information.
Train and provide work direction to others.
Identify, investigate and resolve financial errors and discrepancies.
Issue and distribute vendor and claim reimbursement payments as assigned.
Monitor and audit income and expenditures.

Assemble, organize and prepare data for records and reports.
Reconcile, balance and audit assigned accounts.
Compare numbers and detect errors efficiently.
Operate standard office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Perform arithmetic calculations quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, or equivalent, supplemented by two years of college-level course work in accounting or related field and three years increasingly responsible clerical accounting experience in accounting, budgeting, and analysis.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and the ability to maintain qualification for insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Seeing to read, prepare and assure the accuracy of a variety of documents.
Sitting or standing for extended periods of time.
Kneeling, bending the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and materials.
Pushing, pulling, lifting and carrying supplies and equipment.
Regularly lift and/or move up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen