



For the future of every student

## **CLASS TITLE: ACCOUNTING TECHNICIAN**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of complex and technical accounting duties in support of categorical or assigned program accounts and functions; review, evaluate, maintain and adjust assigned funds, budgets and accounts; prepare, audit, reconcile and maintain a variety of financial, statistical and budgetary records, reports and statements.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of complex and technical accounting duties in support of categorical or assigned program accounts and functions; calculate, assemble, sort, tabulate, review and post a variety of financial and statistical data.

Maintain, review and evaluate assigned funds and accounts; process, code, verify and update accounts, budgets, journals and ledgers to reflect income and expenditures; balance, adjust and reconcile various accounts; review, adjust and assure accuracy of journal entries.

Receive, process, verify and audit financial forms and documents for accuracy; review, verify and audit accounts and related data, transactions, balances, records, reports and statements for errors and make needed corrections and adjustments; initiate fund transfers as appropriate.

Research, compile, prepare and revise accounting data and documents; prepare and maintain a variety of financial and statistical records, statements, files and reports related to accounts, funds, allocations, income, expenditures, programs, personnel, budgets and assigned activities.

Review, process and evaluate various expenditures such as purchase orders, requisitions, timesheets, new hires, reimbursements and related documents; prepare expenditure requests for payment and audit documents to assure proper cost calculations, accounting codes, funding source, fund availability and authorization

Assist in the development, preparation and maintenance of various budgets; review, evaluate and provide assistance, records, reports and information related to funding allocations as required; research, calculate and prepare income and expenditure projections as assigned.

Compare, review, evaluate and reconcile financial statements, records, reports and documents to assure accuracy, completeness and compliance with established guidelines, rules, codes, regulations, policies and procedures; identify, investigate and resolve discrepancies.

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

Serve as a technical resource to personnel and others concerning assigned accounting functions; respond to inquiries and provide technical information concerning related accounts, transactions, budgets, issues, records, forms, practices, rules, regulations, policies, practices and procedures.

Prepare, distribute, receive, sort, file and respond to a variety of fiscal documents, schedules and correspondence; process, duplicate and prepare a variety of fiscal documents and materials for distribution needed.

Communicate with District personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; contact other departments, personnel and organizations to request and verify information, data and documents

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

Collect, receive, code and verify incoming monies as assigned; check money totals against receipts and invoices to assure accuracy; prepare, reconcile and make bank deposits; balance and reconcile bank accounts.

Research and maintain current knowledge of policies, principles, practices, procedures, guidelines, laws, codes and regulations related to assigned accounting functions.

Assist with internal and external audits as required; provide technical information, data, records and assistance to internal and external auditors as requested.

Attend and participate in various meetings as assigned; present fiscal information and materials as required.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures and terminology used in technical accounting work.

Generally accepted accounting principles, practices and procedures.

Preparation, review and control of assigned accounts.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Applicable laws, codes, rules, regulations, policies and procedures.

Policies and objectives of assigned programs and activities.

General accounting and business functions of an educational organization.

Data control procedures and data entry operations.

Modern office practices, procedures and equipment.

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 complex and technical accounting duties in support of categorical or assigned program accounts and functions.

Prepare and evaluate comprehensive accounting statements and reports.

Review, maintain, evaluate and adjust accounts, funds and budgets.

Maintain accurate financial and statistical records.

Calculate, post and adjust journal entries including income and expenditures.  
Monitor and audit income and expenditures.  
Assemble, organize and prepare data for records and reports.  
Compare numbers and detect errors efficiently.  
Reconcile, balance and audit assigned accounts.  
Identify, investigate and resolve financial issues, errors and discrepancies.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Perform arithmetic calculations quickly and accurately.  
Meet schedules and time lines.  
Operate standard office equipment including a computer and assigned software.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in accounting or related field and three years general accounting experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to file and retrieve materials.  
Reaching overhead, above the shoulders and horizontally.