

## ACCOUNTING TECHNICIAN

### DEFINITION:

Under direction, performs complex financial record keeping and analysis; compiles information, data for District budget preparation; prepares a variety of financial reports and reimbursement claims; assists in training staff; assumes and performs related work as necessary or required.

### CLASS CHARACTERISTICS:

This is a specialist level position having significant responsibility for performing professional financial and statistical research and analysis, primarily related to budget development and monitoring, long-range fiscal planning and other assigned tasks. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Director of Fiscal Services, and may be designated to act in the absence of the Director.

### EXAMPLES OF DUTIES:

Gathers, data and information necessary for the preparation of assigned portions of the District budget; *E*

Prepares and monitors Classified employee budget based on data from Personnel and Payroll, analyzes, balances, and makes corrections as necessary to reconcile the General Ledger revenue/expenditures. Reconciles payroll and fringe benefits monthly. *E*

Develops and updates the District's Chart of Accounts, establishes pseudo-numbers and appropriate object codes for each grant, project or entitlement, prepares data processing input to establish and modify budgets, transfer funds and establish accounts; *E*

Resolves accounting reconciliation exceptions for accounts receivable, payable, general ledger and payroll; *E*

Coordinates year end closing procedures, reconciles, troubleshoots and assists staff, monitors accounts payable and receivable, calculates deferred income and restricted carryover for grants and entitlement; *E*

Develops and maintains cash flow projections for use in the 1st and 2nd Interim Reports; *E*

Compile, summarize and prepare a variety of reports for district-wide student attendance accounting information for submission to district administration, County and State offices; *E*

Receive funding allocations from State or Federal sources for all entitlement and/or grant awards for categorical programs and prepare individual site program budgets for each; *E*

Research, compile data, and prepare documents to generate and report on categorical/grant funds for the District; *E*

May prepare Federal quarterly tax reports;

Develops accounting procedures and forms necessary to comply with laws, policies, directives, requests and mandates;

Gathers, relates, interprets data for audits;

Performs financial and statistical studies, basic and specialized financial research;

Supervises Department in absence of the Director;

*E denotes an essential function of the job.*

**SUPERVISION:**

Direction is received from the Director of Fiscal Services  
Supervises the Fiscal Services Department in the absence of the Director of Fiscal Services

**MINIMUM QUALIFICATIONS:****Knowledge of:**

Methods, principles and practices of budgeting, accounting statistics, financial reporting and record keeping;  
Legal and reporting requirements of school district financial operations;  
Word processing, spreadsheet and data base computer applications;  
Principles of business administration and personnel management;  
Business math;  
Modern office practices, procedures, terms and equipment.  
Business office telephone techniques and etiquette.

**Ability to:**

Work independently in developing district budget and accounting systems and procedures;  
Apply analytical and statistical principles and procedures to resolve budgeting, accounting or payroll problems;  
Rapidly learn the County accounting system and/or other job specific software systems;  
Do original and secondary research with accuracy, objectivity;  
Prepare comprehensive, clear, concise reports;  
Follow complex and technical oral and written instructions with precision and exercising sound judgment;  
Communicate accurately, effectively and courteously both orally and in writing to a diverse audience;  
Confer with groups and individuals effectively explaining budgetary and fiscal planning procedures;  
Review, check, verify and/or reconcile the accuracy of accounting or payroll records;  
Establish and maintain effective working relationships;  
Operate a wide variety of office equipment associated with making calculations and maintaining accounting records including the use of a personal computer housing data base, word processing and spreadsheet software;  
Rapidly learn the computerized student attendance accounting system and/or other job specific software systems;

**EDUCATION AND EXPERIENCE:**

Four years of administrative or statistical analysis work at least two of which have been in responsible budgetary or financial planning, preferably in a California School District. A Bachelor of Arts degree in financial administration and/or accounting may be substituted for two of the four years of required experience. Completion of Post Secondary education in bookkeeping and financial reporting (beginning, intermediate and advanced accounting or equivalent) may be substituted for one year of the required experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Works inside in a normal office environment, predominately seated, using a computer, calculator and telephone; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; has visual acuity sufficient to see small details in an office environment; has direct and indirect contact with other district staff; works without guidance from supervisor; may work with high volume, tight deadlines and be subject to frequent interruptions.

**LICENSE REQUIRED:**

May be required to possess a valid California Driver's License.

Last revised 10/00

Reactivation of former class eff 9/1/06, approved by Personnel Commission 10/12/06

Revisions effective 4/26/07