

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director of Fiscal Services, perform a variety of technical accounting duties in support of school site and district budgets and assigned accounting functions; review, evaluate and process budget transfers; post and revise various budgets; utilize a computer to input budgetary data and establish and maintain automated budget records and files.

DISTINGUISHING CHARACTERISTICS:

The Accounting Technician enters budget and other data, posts budget transfers and maintains documentation for assigned accounts. The Senior Accounting Technician develops program reports and budgets with responsibility for assigned accounts such as cash, attendance accounting and others.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical accounting duties in support of assigned budgets and accounting functions; process, evaluate and assure accuracy of budget transfers and a variety of other transactions related to assigned budgets and related accounts.

Establish and post new budgets in appropriate computer systems; post and process budget revisions; input and update related budgetary and accounting data; maintain related automated records and files; initiate queries, extract data and generate computerized budget and accounting reports.

Assemble, match, sort, tabulate, check and post a variety of financial and statistical data such as transfers and journal vouchers to appropriate budgets and accounts; verify and process funding changes as assigned; review data for accuracy and completeness.

Research, compile, prepare, verify, calculate and revise budgetary and accounting data; prepare and maintain a variety of financial and statistical records, reports and files related to budgets, transfers, revisions, accounts, income, expenditures, funding changes, reconciliations and assigned activities.

Monitor, audit and reconcile assigned District budgets and accounts; audit budgets and accounts for errors and make appropriate adjustments; identify and resolve issues, problems and discrepancies related to assigned budgets and accounting functions; balance and adjust accounts as needed.

Serve as a technical concerning assigned budgetary and accounting functions; respond to inquiries, resolve issues and discrepancies and provide information concerning related budgets, accounts, transactions, practices, policies and procedures.

Provide technical training and support to District personnel concerning computerized business system operations as directed; respond to inquiries and provide detailed and technical information concerning related practices, procedures, applications and malfunctions.

Communicate with District personnel, outside agencies and others to exchange information and resolve issues or concerns; initiate and receive telephone calls as needed; prepare and distribute various correspondence related to budget transactions and assigned accounting functions.

Review various budgetary, financial and statistical records, reports and statements for accuracy and completeness; compare and reconcile reports, forms and other financial documents; make corrections as needed.

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

Receive, review, process and evaluate cash reimbursements as assigned; submit and arrange for checks and other payments as needed; verify appropriate signatures and fund availability.

Participate in the preparation of the budget book as assigned.

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 comprehensive accounting reports.

Preparation, review and control of assigned accounts.

Generally accepted accounting and auditing procedures.

Practices, procedures and techniques involved in fund transfers.

General accounting and budget functions of a school district.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Arithmetic computations.

ABILITY TO:

Perform a variety of technical accounting duties in support of assigned budgets and accounting functions.

Process, evaluate and assure accuracy of budget transfers.

Post new budgets and process budget revisions.

Utilize an assigned computer system to input budgetary data and establish and maintain automated budget records and files.

Maintain accurate financial and statistical records.

Prepare and evaluate comprehensive accounting reports and statements.

Monitor, audit and reconcile budgets and accounts.

Identify, investigate and resolve financial errors and discrepancies.

Assemble, organize and prepare data for records and reports.

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 supplemented by college-level course work in accounting, business administration or related field and three years clerical accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Bending at the waist, kneeling or crouching to file materials.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Office-Technical Job Description

*Adopted by BOT 1/25/03
Revised BOT 1/23/06*