

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: SENIOR ACCOUNTING TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Director of Fiscal Services, perform a variety of complex and specialized accounting duties and computer operations involved in the input, processing, analysis and reporting of a variety of financial and statistical data related to assigned accounts, budgets and areas such as payroll, student attendance and staffing; prepare, develop and maintain related financial and statistical records, reports, spreadsheets and files.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of complex and specialized accounting duties and computer operations involved in the input, processing, analysis and reporting of a variety of financial and statistical data related to assigned accounts, budgets and areas such as payroll, student attendance and staffing.

Input a variety of financial and statistical data into an assigned computer system; create queries, extract and manipulate information, develop charts, forms and spreadsheets, generate links to data and produce a variety of computerized data, records and reports for financial and statistical analysis.

Prepare and maintain a variety of financial and statistical records, reports, statements and files related to accounts, budgets, income, expenditures, transfers and assigned activities and areas such as payroll, student attendance, enrollment, staffing and long-term debt.

Provide technical assistance to District personnel concerning assigned accounting functions and computer operations; respond to inquiries and provide detailed and technical information concerning related accounts, budgets, transactions, records, reports, data, practices, policies and procedures.

Receive, review, research, compile, prepare, calculate and revise financial and statistical data related to assigned accounts, budgets and activities; scan and download automated data as needed; distribute data, records and reports to appropriate District sites, departments and outside agencies.

Review, analyze and adjust assigned accounts; investigate, troubleshoot and resolve accounting issues, errors and discrepancies related to assigned accounts, budgets, activities and requests from District personnel; monitor, audit and reconcile assigned District budgets and accounts.

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

Monitor designated funds, accounts and budgets for income and expenditures; initiate and process fund transfers as needed; audit accounts for errors and make appropriate adjustments; review, adjust and assure accuracy of journal entries.

Review various budgetary, financial and statistical records, reports and statements for accuracy and

completeness; compare and reconcile data, reports, forms and other financial documents; make corrections as needed.

Receive, review and process purchase orders, reimbursements, payment requests and invoices as assigned; arrange for payments as needed; verify appropriate signatures and fund availability; assure expenditures are posted to appropriate account or budget.

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.

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

Participate in a variety of other assigned activities such as preparing bank deposits, preparing long-term debt schedules, serving as a liaison between banks and the District, assisting with audits, coordinating armored transport functions, and ordering and providing bank supplies.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures and terminology used in specialized accounting work.

Principles, practices, procedures and techniques involved in the research, collection, processing, analysis and reporting of financial and statistical data.

Financial and statistical record-keeping techniques.

Preparation of comprehensive accounting reports.

Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.

Generally accepted accounting and auditing principles, practices and procedures.

General accounting, business 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.

Statistical and mathematical computations.

Record retrieval and storage systems.

**ABILITY TO:**

Perform a variety of complex and specialized accounting duties and computer operations involved in the input, processing, analysis and reporting of a variety of financial and statistical data related to assigned accounts, budgets and areas such as payroll, student attendance and staffing.

Utilize a computer to input data, create queries, extract and manipulate information, generate links to data and produce a variety of computerized data, records and reports.

Prepare, develop and maintain a variety of manual and automated financial and statistical records,

reports, spreadsheets and files.

Provide technical assistance concerning assigned accounting functions and computer operations.

Monitor, audit and reconcile budgets and accounts.

Identify, investigate and resolve financial errors and discrepancies.

Compare numbers and detect errors efficiently.

Review, analyze, maintain and adjust designated funds and accounts

Operate standard office equipment including a computer and assigned software.

Work independently with little direction.

Meet schedules and time lines.

Perform arithmetic and statistical calculations quickly and accurately.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

**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 four years accounting experience including work with computerized data input, processing, analysis and reporting functions.

**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