

UNION SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN – *FISCAL SERVICES*

BASIC FUNCTION:

Under the direction of the Director of Fiscal Services, perform a variety of technical accounting duties for fiscal services; review, evaluation and adjustment of assigned accounts; maintain, audit and reconcile assigned accounts; prepare, maintain and ensure accuracy of various financial records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; provide technical accounting support for various accounts and functions such as accounts payable, cash receipts and accounts receivable; audit accounts for errors and make appropriate adjustments.

Post transactions to ledgers and accounts; review and reconcile ledgers, funds, and general ledger accounts.

Check and reconcile records against those of the County Office of Education.

Input and update a variety of data and information in an assigned computer system; maintain various automated records and files; initiate queries, develop spreadsheets and generate a variety of computerized lists, reports and statements.

Compare and reconcile various financial statements, records, reports and documents to assure accurate fund accounting; duplicate and distribute various documents; contact others to request and verify documents and information.

Enroll, add and delete employees to and from various benefit plans as assigned; compile, assemble and disseminate enrollment packets and information; prepare, distribute, collect, review, process and evaluate employee benefits forms and applications; process benefit adjustments.

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

Compile, calculate and reconcile billings for health and welfare benefits as assigned; calculate, process and distribute vendor payments.

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

Prepare and respond to a variety of correspondence; prepare routine correspondence; duplicate and distribute materials.

Attend mandatory trainings as required by the position.

Comply with mandated reporting requirements.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

GENERAL KNOWLEDGE OF:

Methods, procedures and terminology used in clerical accounting work;
Financial and statistical record-keeping techniques;
Employee benefit packages and insurance programs;
Modern office practices, procedures and equipment;
Data control procedures and data entry operations;
Operation of a computer and assigned software;
Oral and written communication skills;
Interpersonal skills using tact, patience and courtesy; and
Mathematical computations.

SPECIFIC KNOWLEDGE OF

Practices, procedures and techniques involved in the processing of accounts payable and receivable.
General accounting and business functions.
Preparation of Financial statements & comprehensive accounting reports.

ABILITY TO:

Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable and accounts receivable;
Prepare & evaluate comprehensive accounting reports & statements.
Process and record accounting transactions accurately;
Receive, review, verify and process invoices;
Maintain accurate financial and statistical records;
Reconcile insurance billings and collect and arrange for payments;
Identify, Investigate and resolve financial errors & discrepancies.
Assemble, organize and prepare data for records and reports;
Compare numbers and detect errors efficiently;
Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures;
Learn policies and objectives of assigned programs and activities;
Establish and maintain cooperative and effective working relationships with others;
Type or input data at an acceptable rate of speed;
Communicate effectively both orally and in writing;
Meet schedules and time lines;
Make arithmetic computations with speed and accuracy;
Operate standard office equipment including a computer and assigned software; and
Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and/or two years general accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions.

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;
Ability to conduct verbal conversation in English;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Climb stairs, steps, and step ladders;
Lift up to 20 pounds;
Carry up to 20 pounds;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;
Operate office machines and equipment in a safe and effective manner;
Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and
Conduct frequent repetitive arm, hand and body motion.

Range 717

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.