

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform accounting technical work involved with financial record keeping; receipt and accounting for cash funds, payment of vendors and related work as required.

DISTINGUISHING CHARACTERISTICS:

The Accounting Technician I classification may be located in District accounting or other operating departments and perform a variety of technical accounting work for assigned accounts while operating with independence on fiscal transactions. The Accounting Technician II classification performs more advanced accounting work involved in auditing, reconciling, reporting and reviewing work of others.

ESSENTIAL FUNCTIONS:

Receive, analyze and prepare financial records for input to the District's financial system.

Audit invoices for correct extension of prices, units, taxes and discounts.

Process purchase orders, pay vouchers, credit memos, mileage claims and utility bills for payments once necessary documentation is received.

Prepare and process warehouse requisitions for data entry.

Perform technical calculations to analyze, identify and establish liabilities to accurately prepare financial statements.

Prepare reports to assist program managers in determining funding for future expenditures.

Perform daily statistical analyses and comparisons of site expenditures with the approved purchase order.

Work closely and cooperatively with program managers and site administrators to assist with preventing over expenditures and advising when a budget revision or reduction in expenditures is necessary.

Work with auditors in gathering data for annual review of accounts payable.

Work with the Technology Services Department, Budget Department, sites and vendors to reconcile anomalies on payments, statements and coding to insure accuracy of reports.

Advise teachers, bookkeepers and department personnel of correct procedures for purchase requisitions, encumbrance modifications, journal vouchers and transfer vouchers. Assists sites with preparation and completion of documents.

Prepare journal vouchers and transfer vouchers.

Work with the Purchasing Department regarding merchandise control and identifying issues with vendors and/or sites; assist in the enforcement of District purchasing procedures.

Provide and maintain effective customer service to District personnel and outside vendors.

Maintain accurate files.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in accounting work, including accounts receivable and payable.

Procedures to generate checks and invoices.

Financial and statistical record-keeping techniques.

Laws, rules and regulations related to assigned accounting activities.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Operation of office equipment, including a computer and spreadsheet software applications.

Telephone techniques and etiquette.

ABILITY TO:

Perform a variety of accounting duties related to accounts payable, accounts receivable and reconciling various accounts.

Receipt, post and reconcile financial transactions.

Prepare and process financial, statistical and accounting and purchasing documents, records and materials.

Verify, post, balance and adjust accounts.

Plan work and meet schedules and time lines.

Add, subtract, multiply and divide quickly and accurately.

Learn and apply policies, procedures, rules, regulations and State Education codes involved in assigned activities.

Maintain confidentiality of sensitive and privileged information.

Answer telephones and greet the public courteously.
Perform clerical duties such as filing, typing, duplicating and maintaining routine records.
Operate office equipment, including a computer and spreadsheet software applications.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain consistent, punctual and regular attendance.
See to inspect financial or statistical records.
Hear and speak to exchange information in person and on the telephone.
Sit for extended periods of time.
Bend at the waist, kneel or crouch to retrieve and file records.
Move hands and fingers to file and operate office equipment.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and two years clerical accounting experience maintaining computerized financial and statistical records.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.