

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN II

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate and perform complex accounting functions related to financial statements for various funds involving receipt and proper disposition; provide accounting procedure technical support for District personnel; create reports and record maintenance for accurate accounting procedures meeting California State Education Code and District and government requirements.

DISTINGUISHING CHARACTERISTICS:

The Accounting Technician II classification performs more advanced accounting work involved in auditing, reconciling, reporting and reviewing work of others. 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.

ESSENTIAL FUNCTIONS:

Create complex spreadsheets to perform technical calculations to analyze various accounting data.

Complete District, County, State and Federal Reports as assigned, including construction reports, US Department of Commerce, State and local government reports.

Maintain and audit revolving fund account.

Accept and account for monies collected by the District; process accounts receivable, petty cash, bid specifications and chargebacks.

Coordinate accounts payable warrant processing and maintain vendor data files.

Analyze and audit income and expenses for specified District accounts and process appropriate documents; reconcile assigned District accounts.

Analyze and prepare accounts for year-end closing and financial statements.

Analyze and prepare reports for management and the Board of Education as assigned.

Evaluate and identify best available investment of scholarship monies and disperse to recipients according to individual fund requirements.

Work closely and cooperatively with outside auditors in gathering and interpreting data for their review; reconcile and audit various District bank accounts.

Work with Budget and Technology Services to reconcile anomalies and assure accuracy of reports.

Process travel requests using District guidelines to determine appropriateness of the expenditure; audit for accuracy and management approval.

Process change orders on contracts.

Research, process and prepare small claims actions; appear in court as District representative, as required.

Assist with attendance and enrollment reports from individual school data, as needed.

Gather and coordinate event scheduling information; calculate and collect appropriate fees from outside groups.

Assist District personnel with out of area travel as liaison and consultant.

Serve as a resource to District personnel to research, interpret and communicate accounting policies and procedures as determined by the Board of Education, as questions arise.

Provide technical training and support to ASB bookkeepers and site personnel.

Provide technical support to other accounting staff members.

Assist in the selection and training of accounting personnel.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and procedures of accounting, including governmental procedures, school district fiscal, payroll and budget procedures.

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:

Coordinate and perform complex accounting functions related to financial statements for various funds involving receipt and proper disposition.

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 three years experience in governmental accounting.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.