

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: TRANSPORTATION OFFICE TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director-Transportation, perform a variety of fiscal accounting functions and record-keeping activities related to payroll, accounts payable and receivable, department budget, human resources and assigned duties; prepare and maintain a variety of records and reports for submission to District departments; prepare and maintain statistical, accounting and related records; perform a variety of related clerical duties.

ESSENTIAL FUNCTIONS:

Provide support to the Transportation Department by performing a variety of fiscal accounting functions and record-keeping activities related to payroll, accounts payable and receivable, Department budget, human resources and assigned duties; compile statistical information related to fiscal management.

Input monthly payroll activity for Transportation employees, making changes and adjustments as appropriate; maintain payroll management codes; apply payroll deductions and reimbursements according to accrued employee sick and vacation leave.

Prepare and compile information for employee leave and disability reports; communicate with Payroll and Risk Management to exchange information concerning employee leave and disability; prepare monthly reports related to personnel absence.

Receive and process invoices for accounts payable and assure vendors are paid in a timely manner; arrange payments to various District accounts for reimbursable expenditures; prepare and process purchase requisitions and orders; prepare and process billings for accounts receivable.

Assist in budget development, revisions and projections; prepare financial vouchers; prepare and maintain records and reports related to the department budget; prepare and submit reimbursement claims; monitor budget expenditures.

Update and assure drivers have access to contract hours and bus schedules; prepare and maintain records and reports related to bus driver seniority, contracts, calendars and schedules; assure schedules and calendars are sufficient to meet the transportation needs of District students; prepare employee contracts.

Perform a variety of clerical duties related to the fiscal accounting functions and record-keeping activities of the department; respond to management needs for statistical information and reports; monitor and purchase office supplies as necessary; prepare correspondence as needed.

Operate a variety of standard office equipment including a typewriter, calculator, computer and assigned software.

Communicate with parents, District staff and various outside agencies to exchange information and resolve issues or concerns.

Prepare and maintain a variety of records and reports related to assigned activities.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accounting practices, procedures and terminology.
- Preparation of financial statements and comprehensive accounting reports.
- Financial and statistical record-keeping techniques.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Preparation and processing of payroll information.
- Financial analysis and projection techniques.

ABILITY TO:

- Perform a variety of fiscal accounting functions and record-keeping activities related to payroll, accounts payable and receivable, Department budget, human resources and assigned duties.
- Perform a variety of clerical duties.
- Operate a computer and assigned software.
- Prepare and maintain accurate financial and statistical records.
- Compare numbers and detect errors efficiently.
- Process and record accounting transactions accurately.
- Add, subtract, multiply and divide quickly and accurately.
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Prioritize and schedule work.
- Meet schedules and time lines.
- Maintain consistent, punctual and regular attendance.
- Move hands and fingers to operate a computer keyboard and calculator.
- Hear and speak to exchange information in person and on the telephone.
- See to read a variety of materials.

Sit for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school, supplemented college-level course work in business accounting, finance or related field and three years of increasingly responsible financial record-keeping experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.