

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of the Supervisor, Budget and Accounting, performs a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; maintains, audits and reconciles assigned accounts; prepares, maintains and assures accuracy of various financial records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitors funds for income and expenditures; calculates, prepares and revises budgetary data.

Communicates with District personnel, and outside contacts to exchange information and resolve issues or concerns; responds to inquiries of staff and administration regarding financial procedures.

Maintains contact with vendors to modify and clarify invoices and resolve discrepancies as required; follows-up on purchase orders, invoices, warrants and payments as needed; processes and issues payments to reimbursement claims as assigned.

Maintains, audits and reconciles assigned accounts; assembles, matches, sorts, tabulates, checks and posts a variety of financial and statistical data including income and expenditures; reviews, adjusts and assures accuracy of journal entries; balances and adjusts accounts.

Operates a variety of office equipment including a calculator, copier, computer and assigned software.

Performs a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; provides technical accounting support for various accounts and functions such as accounts payable, accounts receivable, payroll and purchasing; audit accounts for errors and makes appropriate adjustments.

Performs various clerical duties in support of assigned functions as required; prepares routine correspondence; duplicates and distributes materials.

Processes accounts receivable as assigned; reconciles cash accounts; receives, verifies and processes deposits; checks money totals against receipts and invoices to ensure accuracy; prepares invoices and arranges for billings as directed.

Processes and evaluates various forms and applications as assigned; compares and reconciles forms, statements, records, reports and other financial documents; identifies errors and resolves discrepancies; initiates account transfers as needed.

Reconciles and processes accounts payable, travel, banking and payroll information; matches invoices and receivables with purchase orders and submits for approval for payment; creates and issues invoices to outside organizations.

Researches, compiles, prepares and revises financial data related to assigned accounts and activities; prepares and maintains a variety of auditable financial records, reports and files related to accounts, income, expenditures, transfers, purchase orders, invoices, budgets and assigned activities; investigates discrepancies of financial information and documentation.

Reviews, processes and evaluates purchase orders, warrants and invoices as assigned; prepares invoices for payment; processes inter-department charges and deposit permits; verifies invoices and matches with purchase orders; issues and distributes accurate payments to purchase orders as directed.

Types and inputs a variety of financial and statistical data into an assigned computer system; maintains various automated records and files; initiates queries, manipulate data, develop spreadsheets and generates a variety of computerized reports and statements; ensures accuracy of input and output data.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences

Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Arithmetic computations.

Data control procedures and data entry operations.

Financial and statistical record-keeping techniques.

General accounting and business functions of an educational organization.
Interpersonal skills including tact, patience and courtesy.
Methods, procedures and terminology used in technical accounting work.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Oral and written communication skills.
Policies and objectives of assigned programs and activities.
Preparation of financial statements and comprehensive accounting reports.
Preparation, review and control of assigned accounts.
Use and processing of requisitions, purchase orders, invoices and related documents.

ABILITY TO:

Assemble, organize and prepare data for records and reports.
Communicate effectively both orally and in writing.
Compare numbers and detect errors efficiently.
Establish and maintain cooperative and effective working relationships with others.
Identify, investigate and resolve financial errors and discrepancies.
Issue and distribute vendor and claim reimbursement payments as assigned.
Maintain accurate financial and statistical records.
Meet schedules and timelines.
Monitor and audit income and expenditures.
Operate standard office equipment including a computer and assigned software.
Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts.
Perform arithmetic calculations quickly and accurately.
Prepare and evaluate comprehensive accounting reports and statements.
Reconcile, balance and audit assigned accounts.
Review, process, evaluate and verify a variety of financial information.
Verify, balance and adjust accounts.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.

FLSA Status

Non Exempt

Approval Date

3/01/08, 9/28/17