

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform complex accounting and bookkeeping work; prepare, develop, monitor and maintain computer generated financial statements and reports for an assigned independent auxiliary program.

REPRESENTATIVE DUTIES:

- Prepare and maintain a variety of difficult and complex financial and accounting records, ledgers and reports; maintain a variety of files.
- Respond to inquiries by vendors, school sites, and other agencies regarding the status of requisitions, purchase orders, packing slips and invoices.
- Provide information to District personnel regarding various records, budgets, accounts and programs.
- Prepare and monitor Business Department requisitions.
- Provide for the proper processing of accounts payable invoices; code and prepare invoices for payment; monitor timelines for applicable discounts; post activity to computer.
- Evaluate financial condition of assigned programs; develop trend information and communicate issues or problems to management.
- Provide for the proper collection and accountability of monies received.
- Prepare bank deposits; reconcile bank deposits.
- Provide input on accounting policies and procedures.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, procedures and terminology used in clerical accounting work.
- Accounting practices and procedures.
- Financial and statistical record-keeping techniques.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Laws, rules and regulations related to assigned activities.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Operation of office equipment, including a computer terminal and word processing and spreadsheet software applications such as Microsoft Word and Excel.

ABILITY TO:

- Perform a variety of responsible clerical accounting duties.
- Effectively plan, organize, prioritize, and complete multiple tasks within a reasonable time limit.
- Prepare and process financial, statistical, accounting and purchasing documents, records and materials.
- Maintain accurate financial and statistical records.
- Meet schedules and time lines.
- Verify post, balance and adjust accounts.
- Process and record accounting transactions accurately.
- Add, subtract, multiply and divide quickly and accurately.
- Learn, apply and explain policies, procedures, rules, regulations and State Education codes involved in assigned activities.
- Work confidentially with discretion.
- Type at an acceptable rate of speed.
- Perform common clerical duties such as filing, typing, duplicating, and maintaining routine records.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in accounting or bookkeeping and three years clerical accounting experience maintaining automated financial and statistical records.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office Environment.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a keyboard.
- Sitting for extended periods of time.

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule on Range 24.