

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	ASB ACCOUNTING TECHNICIAN I
Job Family:	Accounting/Fiscal
Reports to:	Principal
Salary Level:	Range 26
Calendar:	Classified School Year

SUMMARY:

Under the direction of the Principal, perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, payroll and purchasing; prepare and maintain a variety of financial and statistical records and reports. The ASB Accounting Technician I classification is the entry-level position in the series. Incumbents work under close supervision and perform a variety of clerical accounting duties in support of assigned accounts and functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform a variety of clerical accounting duties in support of assigned accounts of school programs and functions such as accounts payable, accounts receivable, payroll and purchasing; process and verify various financial forms and documents; assist with reconciling and balancing assigned accounts as directed.
- Collect and deposit funds from multiples clubs, activities and fundraising and other sources; assemble, match, sort, tabulate, check and post a variety of financial and statistical data such as income and expenditures; reconcile statements, ledgers, records, such as ticket logs, and other financial documents as required; review data for accuracy and completeness.
- Receive, review, process, sort and file purchase orders and invoices as assigned; prepare invoices for payments; process payments; assemble and distribute warrants and other materials with required documents; maintain contact with vendors to resolve discrepancies related to invoices and payments.
- Maintain permanent various auditable records related to income, expenditures and assigned accounts; establish and maintain filing systems; collects, records and submits all sales tax receipts, tracks parking permits and transportation costs; maintains inventory of student store; issues student body identification cards.
- Process accounts receivable as assigned; receive, code and verify incoming monies; prepare and process receipts; check money totals against receipts and invoices to ensure accuracy; prepare and distribute bank deposits as required.
- Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; maintain automated financial records; provides fiscal reports for audit purposes.
- Communicate with school leaders, staff advisors, sports activity coaches, District personnel, external vendors and to the public to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.

Other Duties:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year clerical accounting experience.

Knowledge of:

- Fiscal and statistical record-keeping requirements and systems.
- Basic methods, procedures and terminology used in clerical accounting work.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Mathematical computations.

Ability to:

- Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, payroll and purchasing.
- Maintain accurate financial and statistical records.
- Assemble, organize and prepare data for records.
- Verify, balance and adjust accounts.
- Process and record accounting transactions accurately.
- Operate standard office equipment including a computer and assigned software.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working and cooperative relationships with others.
- Add, subtract, multiply and divide quickly and accurately.

DESIRED QUALIFICATIONS:

- Accounting and administrative office work experience.
- Operate a 10-key calculator by touch.
- At least a two college degree.
- Knowledge of ASB accounting practices and applicable software.

WORKING CONDITIONS:

Work Environment:

- Office environment.

Physical Demands:

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

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018