

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	ASB ACCOUNTING TECHNICIAN II
Job Family:	Accounting/Fiscal
Reports to:	Principal
Salary Level:	Range 27.5
Calendar:	Classified 12 Month

SUMMARY:

Under the direction of the Principal with supervision of the Activity Director, perform a variety of technical clerical accounting duties in support of assigned accounts and functions at an assigned school site such as accounts payable, accounts receivable, and purchasing; receive and deposit monies from various sources and process transactions related to student activity funds; prepare and maintain a variety of financial and statistical records and reports; responds to inquiries regarding accounts and funds. The ASB Accounting Technician II classification is the experienced-level position in the series. Incumbents work under general supervision and perform complex clerical accounting duties.

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 technical clerical accounting duties in support of assigned student activity accounts and functions at an assigned high school site such as accounts payable, accounts receivable and purchasing; review accounts for errors and make appropriate adjustments.
- Compile information and prepare and maintain a variety of financial and statistical records and reports related to student clubs, classes, athletic teams and other student body organizations; process and maintain fiscal records for purchase orders, invoices, income, expenditures, grants, budgets and assigned accounts; prepare and reconcile statements, ledgers, balance sheets and other financial documents.
- Accounts for parking permits, athletic events and transportation to events; receive and deposit monies from various sources and process transactions related to student activity funds; issue student body identification cards; compile, record and submit funds collected for fund raising events, ticket sale receipts, and sales tax receipts; cashier in an environment with moderate to high volume; maintain inventory of student store.
- Calculate, assemble, match, sort, tabulate, review and post a variety of financial and statistical data; review, adjust and ensure accuracy of ledgers and journal entries; balance, adjust and reconcile accounts; review data for accuracy and completeness; initiate transfers as appropriate.
- Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; initiate queries, develop spreadsheets and generate a variety of computerized lists and reports.
- Receive, process, sort, code and file purchase orders, claims, requisitions and invoices as assigned; prepare invoices for payments; verify invoices and match with purchase orders, checks and receivers; maintain contact with vendors to modify and clarify invoices and resolve discrepancies.
- Assist designated programs and staff advisors in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare and revise budgetary data.
- Process accounts receivable as assigned; collect, 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; prepare invoices and arrange for billings as directed.
- Communicate with personnel and outside agencies 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 two years clerical accounting experience.

Knowledge of:

- Methods, procedures and terminology used in clerical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation, review and control of assigned accounts.
- Preparation of financial statements and comprehensive accounting reports.
- Data control procedures and data entry operations.
- 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:

- Manage and perform a variety of complex clerical accounting duties in support of assigned accounts and functions while interacting with a variety of stakeholders simultaneously. Work independently and plan work in advance of a variety of school functions and activities with long and short term deadlines.
- Prepare and maintain accurate financial and statistical records and reports.
- Verify, balance and adjust assigned accounts.
- Compare numbers and detect errors efficiently.
- Reconcile, balance and audit assigned accounts.
- Assemble, organize and prepare data for records and reports.
- Process and record accounting transactions accurately.
- Prepare and reconcile statements, ledgers, balance sheets and other financial documents.
- Operate standard office equipment including a computer and assigned software.
- Understand and follow oral and written instructions.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working and cooperative relationships with others.
- Make arithmetic computations with speed and accuracy.

DESIRED QUALIFICATIONS:

- Account and administrative office experience
- Operate a 10-key calculator by touch.
- Two or four-year college degree
- Ability to speak, read, and write in English and Spanish.
- 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