

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title: **ACCOUNTING TECHNICIAN**
Job Family: Accounting/Fiscal
Reports to: Director - Fiscal Services
Salary Level: Range 28
Calendar: Classified 12 Month

SUMMARY:

Under the direction of the Program Director, perform a variety of complex 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 including budgets, customer invoices, accounting transactions, general ledger and reconciliations; audits and verifies accounts and funds and other related documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Use district components for this portion)* 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 complex clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, payroll and purchasing; review accounts for errors and make appropriate adjustments.
- Prepare monthly and quarterly budget and reconciliation of accounts' reports for all District programs; calculate, assemble, match, sort, tabulate, review and post a variety of financial and statistical data; review, adjust and assure accuracy of ledgers and journal entries; balance, adjust and reconcile accounts; review data for accuracy and completeness; initiate transfers as appropriate.
- Reconcile accounts, process journal entries and program fund transfers; receive, review and verify a variety of accounting information; clear negatives; input a variety of accounting data into an assigned computer system; initiate queries, develop spreadsheets and generate a variety of computerized lists and reports; maintain automated financial records.
- Compile information and prepare and maintain a variety of financial and statistical records and reports related to purchase orders, invoices, income, expenditures, grants, budgets and assigned accounts; prepare and reconcile statements, ledgers, balance sheets and other financial documents.
- Receive, process, sort, code and file purchase orders, claims, requisitions and invoices as assigned; process deposits for all programs; 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 departments and programs in the maintenance and evaluation of budgetary records and data as assigned; process purchase orders and expense vouchers; prepare and reconcile case flow information; 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 assure accuracy; prepare and distribute bank deposits as required; prepare invoices and arrange for billings as directed.
- Process action data, leave requests and timesheets as assigned.
- 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 supplemented by college-level course work in accounting or related field 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.
- Arithmetic computations.

Ability to:

- Perform a variety of complex clerical accounting duties in support of assigned accounts and functions.
- Assist in updating fixed asset inventory.
- Prepare and maintain accurate financial and statistical records and reports.
- Invoicing and reconciling with required documents, i.e., contracts, agreements, invoices, requisitions and vendor set-up.
- 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:

- School district experience.

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