

ACCOUNTING TECHNICIAN I

DEFINITION

Under general supervision, perform complex financial and record management functions that involve manual and computer-assisted processes; perform difficult and technical accounting and budget control functions; perform difficult and responsible clerical and technical work involved in enrollment statistics and projections; perform other related work as required.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Prepares monthly financial statements.
2. Provides information and technical assistance pertaining to accounting and budgeting procedures and controls, operational guidelines and District policies and regulations to District staff and other agencies.
3. Assists school and District office personnel in developing budget requests; compiles and analyzes information and prepares a composite District budget with analysis of income and expenditures for administrative review.
4. Conducts analysis and short and long range projections of District income and expenditures to facilitate administrative planning.
5. Analyzes growth, development and changes likely to affect District operations.
6. Prepares cash flow analysis of categorical programs, grants, entitlements and other restricted programs.
7. Maintains financial records for District funds or specialized project areas.
8. Maintains fund balances, reconciles monthly reports, makes journal entries/transfers to maintain the integrity of the funds.
9. Reconciles all District accounting and budget records with the county and state reports each month and assure that all necessary corrections are made.
10. Counsels and assists sites with budget and inter fund transfers.
11. Works effectively with vendors, other departments and school personnel and outside agencies.
12. Compiles data necessary to prepare financial reports.
13. Assists employees in support areas with federal, state and local categorical programs and grants, monitoring the status of grant applications and expenditures for compliance.
14. Analyzes data using computerized accounting systems and electronic spreadsheets.
15. Maintains and monitors position control system.
16. Reviews requisitions for account codes and proper classification of expenditures.
17. Communicates and assists in coordinating activities with auditors in the examination of the District's financial transactions.
18. Participates in year-end closing.
19. Researches and analyzes information for development of enrollment projections; uses personal computer to create and format statistical reports of enrollment and other data.
20. Formulates enrollment projections by grade level for class size reduction program.
21. Works closely with Budget and Personnel Departments in the opening of school staffing.
22. Maintains enrollment data by school and study area.
23. Provides information and technical assistance to District personnel and others on enrollment statistics.
24. Participates in boundary area adjustment studies; assists in planning and development of attendance boundary maps.
25. Responsible for maintaining consistent, punctual and regular attendance.
26. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Methods, practices, principles, trends and procedures of school District budget and financial records management systems; principles and practices used to develop enrollment projections; applications of technical accounting; legal mandates, policies, regulations and operational guidelines pertaining to school District budget and finance systems and class size reduction; computer based budgeting and accounting systems; principles of general ledger accounting; modern office practices, trends and procedures.

Ability to:

Perform complex financial record keeping; review, analyze and interpret financial and budget income and expenditure reports/documents; analyze and interpret enrollment statistics; interpret and apply legal mandates, policies, regulations and operational guidelines to complex financial control and enrollment processes; prepare difficult and complex financial and statistical reports; make complex calculations quickly and accurately; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: One year of college level coursework in mathematics, accounting or a related field and three years of highly responsible technical accounting experience in the preparation and maintenance of financial records, or statistical or mathematical work, or an equivalent combination of training and experience.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.