

Position Description

TITLE:	Accounting Technician	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Business Office	GRADE:	13

SUMMARY: Under basic supervision, completes accounting duties, related to the student activities, auxiliary and tax credit accounts.

PRIMARY DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Maintains all student activity, bookstore and revolving accounts.
- Collects cash from sites, verifies and makes deposits to appropriate accounts.
- Processes purchase requisitions and purchase orders. Sends purchase orders to vendors for order fulfillment. Files purchase orders.
- Follows up on pending and information needed to be in compliance with expenditure of funds.
- Reviews purchase orders and verifies accuracy of information. Communicates with vendors as needed.
- Processes invoices for payment. Maintains invoice and payment records.
- Maintains proper audit trail and checks balances. Assists in the preparation of financial information for auditors.
- Provides information on purchase orders, invoices, and account balances to schools and departments.
- Provides monthly reports to the Governing Board.
- Conducts annual training for all advisors and bookstore managers.
- Assists Business Manager, Accounting Specialist as needed.
- Perform other related tasks as required and assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or equivalent; **AND** two (2) years of experience in accounting, customer service and purchasing; **OR** an equivalent combination of education, training, and experience.

Required Knowledge of:

- Principles and procedures of recordkeeping, reporting and retention.
- Word processing and spreadsheet software.
- Accounting principles and practices.
- Principles and methods of time management.
- Account funding codes. Cash management.
- Generally Accepted Accounting Principles (GAAP).
- Telephone etiquette
- Practices methods involved in providing quality customer service.
- District, School Board, and Department policies and procedures.

Required Skills in:

- Establishing and maintaining cooperative working relationships with coworkers and other individuals in

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contact during the course of work; communicating clearly and concisely

- Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office equipment.
- Creating and maintaining accurate filing systems.

Physical Demands/Work Environment:

- Work is performed in a standard office environment.

Reclassified 7/9/2019