

**ACCOUNTING TECHNICIAN II****DEFINITION**

Under direction of an assigned supervisor, to perform responsible duties of above average complexity involving the technical processing and recording of District accounting transactions; to perform accounting technical and clerical duties in accounts payable or other assigned functional area where transactions are characterized by contracts, multiple payments, complex regulations and large dollar amounts; to assure compliance with established District policies, procedures, State, County and federal regulations and reporting requirements; and to perform other related duties as assigned.

**TYPICAL DUTIES**

Performs a variety of complex technical and clerical accounting duties in assigned District accounting areas. Operates a computer to maintain journals, ledgers and supporting documents for general or special funds; processes related accounting transactions and balances and audits accounts and other records. Counts cash and checks against documentation and prepares bank deposits for District and student body accounts. Compiles, calculates, summarizes, verifies and enters data in computer equipment. Prepares periodic financial reports for District administrators and County, State and federal agencies in accordance with established time lines and procedures. Resolves difficult accounts payable transactions involving complex payment contracts, compliance regulations and data discrepancies; researches and processes lost, canceled and replacement warrants for goods, materials and services procured by the District. Communicates in person and on the telephone with District personnel, vendors, auditors, County Office personnel and others to exchange information, explain policies and procedures and resolve issues. Reviews computer-generated spreadsheets, lists and reports to detect and correct errors; verifies coding, amounts and extensions. Assists professional staff in reviewing, checking and summarizing school or departmental budgets, District accounts, attendance reports and other records and transactions. Balances, reconciles and adjusts accounts; prepares bank reconciliations; prepares revenue and expense reports, trial balances and balance sheets. Operates office equipment including typewriter, copier, calculator, check-signing machine and computer and peripheral equipment. Performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Accounting Technician II is the advanced-level classification in this Accounting Technician series. Incumbents independently perform responsible duties of above-average complexity, more difficult or problematic accounts payable/receivable or other assigned District-level technical and clerical accounting functions. Accounting Technician I is the experienced-level classification in this technical series. Incumbents perform responsible technical and clerical accounting duties of average complexity.

**EMPLOYMENT STANDARDS**

**Knowledge of:** California School Accounting Practices and other legal requirements affecting area of assignment, methods, procedures and terminology used in technical accounting work; financial and statistical recordkeeping techniques; preparation, review, maintenance and control of assigned accounts; processing and verification of financial transactions; automated accounting systems and software; operation of a personal computer and software related to financial accounting; modem office practices, methods, procedures and equipment; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

**Ability to:** Interpret and analyze transactions related to accounting codes and classifications; verify, balance, reconcile, review and adjust assigned accounts; process and record accounting transactions accurately; work independently with minimal supervision; maintain ledgers and prepare accurate financial summaries and reports; type at an acceptable rate of speed; design computer spreadsheets and

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report formats as needed to control and report information for assigned accounts; perform complex mathematical calculations with speed and accuracy using a 10-key calculator by touch; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; operate a personal and mainframe computer to enter data, maintain financial records and generate reports; interpret, apply and explain policies, procedures, rules and regulations; meet schedules and timelines; handle multiple assignments simultaneously.

**Typical Background:** Any combination equivalent to graduation from high school including or supplemented by course work in accounting, business administration or closely-related field and at least three years of progressively responsible technical accounting experience in a computerized system environment. Public sector accounting experience, preferably in a school district, is highly desirable.

**Essential Physical Activities and Work Environment:** Work is performed in a District office setting, while sitting for extended periods of time at a desk or computer workstation. Needs sufficient visual acuity to read written records and computer screens all day; sufficient hearing to comprehend ordinary conversation in person or on the telephone; sufficient clarity of speech to be understood when explaining information in ordinary conversations; needs physical ability to operate a computer; must have stamina to work overtime during peak periods and year-end closing; must be able to lift and carry 25 pounds to store and retrieve archived data in storage boxes.

**Mental Functions:** Sufficient ability to communicate accounting information, analyze and process massive amounts of financial or statistical data and to resolve operational problems related to area of assignment.

**Qualifications:** In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.