

ACCOUNTING TECHNICIAN I**DEFINITION**

Under general supervision of an assigned supervisor, to perform responsible duties of average complexity involving the technical and clerical processing of district accounting transactions; to assist professional accounting personnel in maintaining records and preparing District accounting reports; and to perform related duties as assigned.

TYPICAL DUTIES

Performs a variety of technical and clerical accounting duties in general accounting, accounts payable or other assigned area; receives, checks and processes invoices, claims, receipts and other documents. Counts cash and checks against documentation; assists in the preparation of bank deposits for District and student body accounts. Enters, revises and updates data in a computer terminal or personal computer and reviews spreadsheets, lists and reports for accuracy and completeness; detects and corrects data discrepancies. Processes and records information related to assigned accounting areas in accordance with established procedures and time lines. Posts, verifies and maintains a variety of records. Gathers, assembles, tabulates, calculates, extends and summarizes financial data. Assists professional personnel in the preparation and maintenance of accounting records and reports for District administrators and County, State and federal agencies. Communicates with District employees and others to obtain, provide and verify information. Operates a variety of office equipment including calculator, computer and peripheral equipment, typewriter, copier and others. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Accounting Technician I is the experienced-level classification in this technician series. Incumbents perform responsible technical and clerical accounting duties of average complexity in an assigned area such as accounts payable or nutrition services. Accounting Technician II is the advanced-level classification in the technician series. Incumbents perform responsible duties of above-average complexity such as more difficult or problematic accounts payable/receivables, or other assigned District-level accounting function.

EMPLOYMENT STANDARDS

Knowledge of: Basic accounting; financial recordkeeping methods and bookkeeping terminology and practices; commonly used computerized accounting and budget software, including spreadsheets, databases and reporting; correct English grammar and vocabulary; modern office methods and procedures; operation of office equipment including computer equipment.

Ability to: Operate computer and peripheral equipment, typewriter, calculator, copier and others; learn the Standardized Account Code Structure rules quickly; assist other accounting personnel in preparing and processing financial data; perform mathematical calculations with speed and accuracy; read, understand and apply basic accounting principles and procedures; collect, calculate, verify and reconcile financial data accurately; use good judgment in resolving problems, prioritizing work, and informing supervisor of actions taken; explain information related to area of assignment in ordinary conversations; complete assigned work within established timelines; operate a personal computer and peripherals; establish and maintain cooperative and effective working relationships with others; communicate effectively both orally and in writing; operate a 10-key calculator by touch; work efficiently with constant interruptions.

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

Accounting Technician I

Page 2

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 basic accounting information, 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.