

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: ACCOUNTING TECHNICIAN I

SALARY: RANGE 28 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of the Business Manager, perform a variety of complex clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, payroll and purchasing; prepare, maintain, and ensure the accuracy of various financial and statistical records and reports.

DISTINGUISHING CHARACTERISTICS:

The Accounting Technician I works under close supervision and performs complex clerical accounting duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Process vendor payments and ensure the accuracy of information; match and reconcile invoices; communicate with personnel to rectify missing or incomplete data; identify and resolve discrepancies in accordance with District policies and procedures.

Process a variety of fiscal information including vendor invoices, invoices for school sites and outside agencies, expense claims and petty cash; update records and ensure compliance with accounting requirements.

Prepare a variety of fiscal reports, correspondence and documents including non-public school reports, use tax reports, fuel tax reports and other reports as required.

Upload approved invoices into an assigned database; apply and enter credits as appropriate; print and review prelists for review and submit to appropriate personnel for approval.

Maintain a variety of fiscal information, files and records for the purpose of providing up to date reference and audit trail for compliance.

Reconcile account balances as assigned for the purpose of maintaining accurate balances and complying with district accounting practices.

Respond to inquiries from vendors for the purpose of providing necessary information for completing transactions, taking action and/or complying with established fiscal guidelines.

Receive and process and mail; submit invoices for approval; file POs for additional processing.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- ▶ Methods, procedures and terminology used in clerical accounting work.
- ▶ Financial and statistical record-keeping techniques.
- ▶ Use and processing of requisitions, purchase orders, invoices, and related documents.
- ▶ 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.
- ▶ General terminology, practices and procedures of assigned office.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.
- ▶ Mathematic calculations.

ABILITY TO:

- ▶ Perform a variety of complex clerical accounting duties in support of assigned accounts and functions.
- ▶ Learn general accounting and business functions of an educational organization.
- ▶ Learn policies and objectives of assigned programs and activities.
- ▶ Prepare and reconcile statements, ledgers, balance sheets, and other financial documents.
- ▶ Prepare and evaluate comprehensive accounting reports and statements.
- ▶ Prepare and maintain accurate financial and statistical records and reports.
- ▶ Process and record accounting transactions accurately.
- ▶ 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.
- ▶ Complete work with many interruptions.
- ▶ Answer telephones and greet the public courteously.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Make arithmetic calculations quickly and accurately.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Prepare and maintain a variety of reports, records, and files.
- ▶ Operate standard office equipment including a computer and assigned software.

- ▶ Meet established schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of clerical accounting experience.

OTHER REQUIREMENTS:

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Office environment.
- ▶ Constant interruptions.

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.