

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: ACCOUNTING TECHNICIAN II

SALARY: RANGE 31 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of the Business Manager, perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; maintain, audit and reconcile assigned accounts; prepare, maintain, and ensure the accuracy of various financial and statistical records and reports.

DISTINGUISHING CHARACTERISTICS:

The Accounting Technician II works under general supervision and performs technical accounting duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Receive, process, and evaluate various forms and applications as assigned; compare and reconcile forms, statements, records, reports and other financial documents; identify errors and resolve discrepancies; initiate account transfers as needed; maintain related records as assigned.

Process expense claims; review claims for accuracy in accordance with District policies and procedures; submit claims to appropriate administrators for approval; generate related statements and documents.

Process facilities use documents; audit expense claims processing; distribute related payroll documents.

Record incoming monies; deposit and enter into various systems; prepare cash for deposits; maintain invoice files; communicate with outside organizations regarding late or incomplete payments; conduct cash transfers; mail and audit vendor checks.

Maintain retiree health benefits information; record payments; disburse reminders and correspondence; maintain related records as required.

Compile, research and evaluate a variety fiscal information related to assigned fiscal functions; assemble and distribute related materials; ensure mandated reports are submitted to appropriate agencies according to established time lines.

Provide assistance to school sites and departments as assigned by the position; facilitate operations and compliance with regulations; maintain related documentation, inventories and other files.

Maintain contact with vendors to modify and clarify invoices and resolve discrepancies as required; follow-up on purchase orders, invoices, warrants and payments as needed; process and issue payments to reimbursement claims as assigned.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- ▶ General accounting and business functions of an educational organization.
- ▶ Generally accepted accounting principles, practices and procedures.
- ▶ Policies and objectives of assigned programs and activities.
- ▶ Methods, procedures and terminology used in technical 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 technical accounting duties in the review, evaluation, and adjustment of assigned accounts.
- ▶ Issue and distribute vendor and claim reimbursement payments as assigned.
- ▶ Monitor and audit income and expenditures.
- ▶ Review, process, evaluate, and verify a variety of financial information.
- ▶ Identify, investigate and resolve financial errors and discrepancies.
- ▶ Learn, interpret, apply and explain rules, regulations, policies and procedures.
- ▶ 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 supplemented by college-level coursework in accounting or related field 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.