

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: ACCOUNTING TECHNICIAN III

SALARY: RANGE 34 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned administrator, perform specialized accounting duties in the support of designated funds and accounts including purchase orders, budget transfers, professional expert agreements, payroll transfers, invoicing, attendance and other functions.

DISTINGUISHING CHARACTERISTICS:

The Accounting Technician III works independently and performs specialized accounting duties in support of designated funds and accounts.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Process purchase orders; approve and route purchase orders to appropriate administrators; ensure proper coding for purchased items; process related documents and review for errors; communicate with other departments and outside organizations to rectify missing or incomplete information.

Review and process budget transfers as required; approve transfers for sites and departments; process salary and benefits transfers; post carryover as directed; process cash transfers and maintain related journal entries; upload relevant information into an assigned database.

Process Professional Expert Agreements as assigned; establish budgets for salary and benefits; assist District sites with encumbering funds for individual agreements; provide related information to appropriate departments as required.

Process facility invoicing as assigned; ensure facilities use charges are updated and current; submit invoices to appropriate personnel for review and audits.

Conduct payroll transfers as assigned; prepare letters and figures required to file and report payroll taxes; establish tax amounts and report to County Treasury in accordance with applicable laws and codes.

Prepare invoice requests for services provided to school sites including ASB, PTA and other organizations.

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; compile and report payroll and fiscal information to outside agencies as requested.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Provide support to sites, administrator and departments regarding purchasing, coding and budgeting; ensure compliance with District procedures; assist with budget development as assigned.

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Maintain and provide reports and information relating to Fixed Assets as requested during audits.

Provide assistance to other staff as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- ▶ Technical aspects of field of specialty.
- ▶ Record retrieval and storage systems.
- ▶ SACS coding.
- ▶ Construction accounting.
- ▶ 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 specialized accounting duties in the review, analysis, maintenance and adjustment of designated funds and accounts.
- ▶ Prepare and analyze comprehensive accounting statements and reports.
- ▶ Prepare and audit a variety of financial and statistical reports, statements and records.
- ▶ Calculate, post, and adjust journal entries including income and expenditures.
- ▶ Reconcile various fiscal statements to ensure accurate fund accounting as assigned.
- ▶ 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 course work in accounting or related field and three 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.