

ACCOUNTING TECHNICIAN I

DEFINITION

Under general supervision, performs complex technical accounting and financial record keeping work; reconciles District accounts, posts receipts and expenditures and assists in the preparation of financial and accounting statements and reports; and performs related work as assigned.

CLASS CHARACTERISTICS

This is the fourth and first technical level in the accounting support series, expected to independently perform a variety of technical processing, auditing, reconciling and reporting functions. Successful performance of the work requires both technical training and significant work experience, although there are procedures and policies to provide guidance in the majority of situations. This class is distinguished from Accounting Technician II in that the latter is the highest technical, non-degreeed accounting class, performing the most complex technical support work with implications for District-wide functions and activities.

EXAMPLES OF DUTIES

Maintains the general ledger for all accounts; prepares journal entries for the District books and County records.

Reconciles District bank accounts, various fund accounts and a variety of accounting records internally and with County reports; and notifies the County of discrepancies.

Prepares the trial balance and monthly reports for the Board of Education; assists in the preparation of year-end reports.

Creates entries approving all batch and transaction listings.

Reviews the daily district balance sheet and cash flow, making necessary corrections.

Audits requests for expenditure transfers submitted by managers; prepares journal entries and maintains record of inter-fund billings and fund transfers.

Coordinates with division managers, vendors and staff to ensure that transactions and documents are completed by specific deadlines.

Coordinates the accounting for grant funds with grant management staff; reconciles as required and prepares grant financial reports as required.

Reconciles medical insurance and other benefit provider invoices; updates rates and status into the automated payroll system.

Analyzes specified accounting problems by researching a variety of journals, ledgers, reports and other in-house information; prepares reports as required.

Collects data and prepares mandated cost claims; processes returned checks.

Maintains and tracks medical payments to employees/retirees.

Reconciles bank accounts, billings and prepares vendor payments; processes revolving cash requests.

QUALIFICATIONS

Knowledge of:

Principles and practices of financial record keeping and reporting.

Fundamental principles and practices of accounting in a public agency setting.

Principles and techniques of bookkeeping, accounts payable and receivable and related financial processes.

Principles and practices of auditing and financial transaction reconciliation.

Standard office practices, including filing and the operation of standard office equipment.

Business arithmetic and statistical techniques.

Computer applications related to the work, including word processing and spreadsheet applications.

Skill in:

Reading, balancing and analyzing financial statements to discover and reconcile any discrepancies.

Maintaining journals and the general ledger through the trial balance.

Analyzing, researching and preparing accurate periodic and special statements and reports.

Operating a variety of office equipment, and using computer terminal to enter, access and make changes to information with sufficient speed and accuracy to perform the work.

Identifying and correcting errors to a variety of computations quickly and accurately.

Understanding school District accounting and MIS terminology.

Effectively communicating in person, over the telephone and in writing.

Organizing own work, setting priorities, multi-tasking, meeting critical deadlines and accurately handling detailed information.

Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Education:

Equivalent to graduation from high school and supplemented by twelve (12) semester hours of community college or technical school related course work in accounting, finance, computer technology, business or a related field.

Experience:

Three years of experience in performing technical or office accounting or bookkeeping support. One additional year of experience may be substituted for the required twelve (12) educational units. Experience in a school district setting is desirable.

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

N: 04/98

R: 02/03