

Madera Unified School District Classified Job Description

Accounting Technician I

Purpose Statement

The job of Accounting Technician I was established for the purpose/s of providing support to department activities with specific responsibility for the processing, recording, updating and reconciling of fiscal information; and generating periodic reports in accordance with established financial practices.

This job reports to ~~Chief Financial Officer~~ Business Manager.

Essential Functions

- Assists auditors for the purpose of providing requested supporting documentation required for audit.
- Collects financial information related to work assignments for the purpose of providing required documentation and/or processing information.
- Maintains financial information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in unit meetings, in-service training, workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Processes financial information (e.g. billing, invoices, journal transfers, assists with payroll, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required

to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment; performing standard bookkeeping/accounting procedures; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience One year of financial record keeping and general clerical work.

Education High School diploma or equivalent.

Equivalency Six units in Accounting or related field at an accredited college or university can be substituted for six months of experience or completion of a certification in business from an Adult school.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical Exam

Continuing Educ./Training

None Specified

Certificates

None Specified

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

FLSA Status
Non Exempt

Physical Demands (A)
Approval Date

Salary Range

Madera Unified School District Classified Job Description

Accounting Technician II

Purpose Statement

The job of Accounting Technician II was established for the purpose/s of providing support to department activities with specific responsibility for the processing, recording, updating and reconciling of fiscal information; maintaining records and appropriate records; and generating periodic reports in accordance with established financial practices.

This job reports to ~~Chief Financial Officer~~ Business Manager.

Essential Functions

- Collects financial information related to work assignments for the purpose of providing required documentation and/or processing information.
- Maintains financial information, files and records, inventory controls for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in unit meetings, in-service training, workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials and electronic financial information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes financial information (e.g. billing, deposits, invoices, petty cash, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment; performing standard bookkeeping/accounting procedures; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience Eighteen months of financial record keeping and eighteen months of general clerical work.

Education High School diploma or equivalent.

Equivalency Six units in Accounting or related field at an accredited college or university can be substituted for six months of experience or completion of a certification in business from an Adult school.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Continuing Educ./Training

Certificates

None Specified

Clearances

None Specified

Criminal Justice
Fingerprint/Background Clearance
TB Clearance
Physical Demands(A)

FLSA Status

Approval Date

Salary Range

Non Exempt

Madera Unified School District Classified Job Description

Accounting Technician III

Purpose Statement

The job of Accounting Technician III was established for the purpose/s of providing support for department functions with specific responsibility for performing activities related to the accurate processing of payment for approved invoices and contract payments, or accounts receivable; recording, updating and reconciling related financial information; and providing instructions and/or accounting support to other personnel in accordance with established practices.

This job reports to ~~Chief Financial Officer~~ Business Manager.

Essential Functions

- Assists auditors for the purpose of providing requested supporting documentation required for audit.
- Audits and reconciles invoices for the purpose of ensuring that allocations are accurate and complying with established financial practices.
- Compiles financial information related to work assignments for the purpose of providing required documentation and/or processing information.
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Maintains financial information, files and records (e.g. purchase orders, invoices, accounts payable warrants, shipment verification, expense reports, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors account coding, PO balances and related financial activity for the purpose of ensuring that allocations are accurate and complying with established financial practices.
- Participates in unit meetings, in-service training, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials and electronic financial information (e.g. voucher ratification reports, procedures, transmittals, tax listing for each vendor, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.

- Processes financial information and documents (e.g. warrants, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Other Functions

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records and performing accounting procedures.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and codes/laws/rules/regulations/policies.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; analyzing data; report preparation; meeting

deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience Two years of general ledger bookkeeping or comparable experience and 6 months recent use of spreadsheets.

Education High School diploma or equivalent.

Equivalency Six college units in business administration, accounting, bookkeeping and related fields which require computer application from an accredited college or university can be substituted for 1 year of experience or completion of a certification in business from an Adult school.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Continuing Educ./Training

Certificates

None Specified

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

Physical Demands(A)

FLSA Status

Non Exempt

Approval Date

Salary Range

Madera Unified School District Classified Job Description

Accounting Technician IV

Purpose Statement

The job of Accounting Technician IV was established for the purpose/s of providing District departments and School sites, with specific responsibility for an array of fiscal services for student body, departmental activities and school site activities; conveying and updating fiscal information; and ensuring that fiscal practices are followed and disbursement of funds are within proper and legal guidelines.

This job reports to the ~~Chief Financial Officer~~ **Business Manager**.

Essential Functions

- Collects funds from student events (e.g. ticket sales, yearbook purchases, fines, athletics, etc.) for the purpose of ensuring the accuracy and timely completion of transactions.
- Compiles financial information related to work assignments for the purpose of providing required documentation and/or processing information (e.g. process time sheets, work orders, department of Industrial Relations (DIR), journal entries etc)
- Maintains a variety of manual and electronic documents (e.g. journal entries, budget transfers) for the purpose of ensuring completeness and availability of records and compliance with district policy and established regulatory guidelines.
- Monitors financial procedures with individuals responsible for school site/ district department financial operations (e.g. student activities, fund raisers, Bookstore, Athletic Department, student clubs, work orders etc.) for the purpose of providing services within established guidelines.
- Participates in unit meetings, in-service training, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Performs general and program specific clerical functions (e.g. distributing purchase orders, scheduling, copying, faxing, etc.) for the purpose of supporting departmental activities.
- Prepares written materials and electronic financial information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.

- Processes financial information (e.g. purchase orders, ASB and District bank deposits, check requisitions, budget and expense transfers to clear negative accounts, etc.) for the purpose of updating and distributing information, reconciling, authorizing for action and/or complying with established accounting practices.
- Requests quotations from vendors, warehouse, and/or district office staff for the purpose of providing cost information, purchasing and securing items.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; performing standard bookkeeping; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: bookkeeping principles and practices; standard office machines, methods and practices of office operations; and basic computer applications.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail;

communicating with diverse groups; meeting deadlines and schedules; working with frequent interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience Three years of increasingly responsible duties in accounting, bookkeeping, or other areas as appropriate. Six months of recent use of spreadsheets.

Education High school diploma or equivalent.

Equivalency Twelve units in college level study in business administration, accounting, bookkeeping or related fields which require computer applications from an accredited college or university can be substituted for 1 year of experience

Required Testing

Pre-employment Proficiency Test

Continuing Educ./Training

None Specified

Certificates

None Specified

Clearances

Criminal Justice
Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

**Madera Unified School District
Classified Job Description**

Accounting Technician V

Purpose Statement

The job of Accounting Technician V was established for the purpose/s of providing support to department activities with specific responsibility for processing all phases of payroll; responding to complex and unusual payroll problems and computational questions; ensuring compliance with mandated requirements; and maintaining confidential employee records.

~~This job reports to Chief Financial Officer-Business Manager.~~

Essential Functions

- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Assists with preparing reports (e.g. state labor reports, benefit, gross to net calculations, etc.) for the purpose of providing written support and/or conveying information.
- Compiles payroll information related to work assignments for the purpose of providing required documentation and/or processing information.
- Distributes payroll and other documents (e.g. sub tracking, new/change forms, flyers, etc.) for the purpose of providing documents in a timely manner .
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Maintains a variety of payroll information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors assigned payroll activities and/or components (e.g. leave time, work location, etc.) for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.
- Participates in unit meetings, in-service training, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials and electronic payroll information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.

- Processes payroll related data (e.g. time sheets, withholding information, etc.) for the purpose of updating information, authorizing timely payment, and/or complying with established payroll practices.
- Reconciles payroll account balances for the purpose of maintaining accurate account balances and complying with established guidelines.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, benefit provider/s, withholding versus W4, salary status, etc.) for the purpose of ensuring accuracy of records and employee payments.
- Responds to inquiries regarding payroll procedures (e.g. wage levies and garnishments, savings, contributions, direct deposits, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and developing effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, policies, regulations and/or laws relating to payroll; and accounting and bookkeeping processes and procedures.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with

data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience Three and half years of increasingly responsibility in accounting, bookkeeping, or other areas as appropriate which requires computer applications. One year of recent use of spreadsheets.

Education High school diploma or equivalent.

Equivalency Twelve units in college level study in business administration, accounting, bookkeeping and related fields which require computer applications from an accredited college or university can be substituted for 1 year of experience.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical exam

Certificates

None Specified

Continuing Educ./Training

None Specified

Clearances

Criminal Justice
Fingerprint/Background Clearance
TB Clearance

FLSA

Non Exempt

Approval Date

Salary Range

**Madera Unified School District
Classified Job Description**

Payroll Accounting Specialist – Lead

Purpose Statement

The job of Payroll Accounting Specialist -Lead was established for the purpose/s of providing support to department activities with specific responsibility for processing all phases of payroll; responding to complex and unusual payroll problems and computational questions; ensuring compliance with mandated requirements; maintaining confidential employee records/ and providing day to day lead oversight to other payroll staff.

This job reports to ~~Chief Financial Officer~~ Business Manager.

Essential Functions

- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Assists with preparing reports (e.g. state labor reports, benefit, gross to net calculations, etc.) for the purpose of providing written support and/or conveying information.
- Compiles payroll information related to work assignments for the purpose of providing required documentation and/or processing information.
- Distributes payroll and other documents (e.g. sub tracking, new/change forms, flyers, etc.) for the purpose of providing documents in a timely manner .
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Assigns, reviews, coordinates and lead the work of other payroll staff and functions (e.g. general ledger, accounts payable, accounts receivable, payroll systems, etc.) for the purpose of directing services in an efficient and timely manner.
- Maintains a variety of payroll information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.

- Monitors assigned payroll activities and/or components (e.g. leave time, work location, etc.) for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.
- Participates in unit meetings, in-service training, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials and electronic payroll information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes payroll related data (e.g. time sheets, withholding information, etc.) for the purpose of updating information, authorizing timely payment, and/or complying with established payroll practices.
- Reconciles payroll account balances for the purpose of maintaining accurate account balances and complying with established guidelines.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, benefit provider/s, withholding versus W4, salary status, etc.) for the purpose of ensuring accuracy of records and employee payments.
- Responds to inquiries regarding payroll procedures (e.g. wage levies and garnishments, savings, contributions, direct deposits, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and developing effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, policies, regulations and/or laws relating to payroll; and accounting and bookkeeping processes and procedures.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience: Four years of increasingly responsibility in accounting, bookkeeping, or other areas as appropriate which requires computer applications. One year of recent use of spreadsheets.

Education: High school diploma or equivalent.

Equivalency: Twelve units in college level study in business administration, accounting, bookkeeping and related fields which require computer applications from an accredited college or university can be substituted for 1 year of experience.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Continuing Educ./Training

None Specified

FLSA Status

Non Exempt

Certificates

None Specified

None Specified

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

Physical Demands (A)

Approval Date

Salary Range

Madera Unified School District Classified Job Description

Position Control/Payroll Technician I

Purpose Statement

The Position Control/Payroll Technician I supports departmental activities with specific responsibility for processing all phases of payroll and to support the maintenance of personnel rosters and assist in position control.

This job reports to ~~Chief Financial Officer~~ **Business Manager**.

Essential Functions

- Assists in preparation of various financial accounting and categorical reports; budgets and position control documents.
- Assists in verification that positions are budgeted, calculates categorically funded salaries and fringes for budgeting purposes to ensure position has been properly approved, provides historical and future projections and reconciles FTE counts.
- Fosters communication between departments and others to assure smooth and efficient fiscal, budgetary and related reporting activities. Disseminates position control reports, information materials, records and reports to appropriate staff and administrators and communicate related goals and objectives.
- Confers with a variety of internal and external parties (city/state/federal agencies, etc.) for the purpose of ensuring accurate budgeting for personnel and payroll processing.
- Ensures proper position control and salary schedule placement for the purpose of verifying accuracy of data prior to payroll processing.
- Maintains a wide variety of confidential and non confidential manual and electronic files and records (e.g. calendars, salary schedules, numerical staffing lists, administrator history data, etc.) for the purpose of providing up to date information and/or ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Processes payroll related data (e.g. time sheets, withholding information, etc) for the purpose of updating information, authorizing timely payment, and/or complying with established payroll practices.
- Compiles payroll information related to work assignments for the purpose of providing required documentation and/or processing information.

- Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Maintains a variety of payroll information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Processes a variety of documents, payroll related data and reports and/or materials for the purpose of documenting activities, providing written reference and/ or conveying information.
- Research, prepare, and post various entries into the financial system, as necessary, to insure budget and employee payroll accounting accuracy.
- Assists in reconciling monthly payroll for the purpose of researching and resolving payroll discrepancies.
- Assists in the resolutions of discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, salary status, etc.) for the purpose of ensuring accuracy of records and employee payments prior to processing.
- Responds to inquiries regarding payroll procedures for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.
- Assists in monitoring, controlling, budgets of all District approved positions, including open positions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities:

Possesses knowledge of laws, regulations, and terminology relating to school accounting procedures and practices including School Account Code Structures; possess knowledge of concepts and techniques related to research, gathering, compiling analysis and processing financial budget reports; methods and techniques of cost analysis; possesses knowledge of the basic applications of computer information systems and advanced skills in a spreadsheet application; maintains cooperative and effective working relationship with staff, management, school sites and others; works independently, displays flexibility to constantly changing environment, and displays strong analytical skills; plans organizes, and coordinates assigned tasks to meet established timelines; identifies and defines problems, collects

data, establishes facts, and draws valid conclusions; communicate effectively, orally and in writing; answers phones in a professional manner; analyzes situations and takes appropriate action regarding routine procedural matters without immediate supervision; understands and follows oral and written instructions and completes assignments in an independent manner; maintains professional confidentiality and works collaboratively with peers; makes accurate computations; utilizes proper English, grammar, punctuation, spelling, and speaking skills.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; and significant fine finger dexterity. Generally the job requires 80% sitting, 20% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

Experience Three and half years of increasingly responsible accounting, bookkeeping, or responsible accounting experience involving the review, maintenance and adjustment of a variety of budgets, funds and accounts. One year of recent use of spreadsheets.

Education High school diploma or equivalent.

Equivalency Twelve units in college level study in business administration, accounting, bookkeeping and related fields which require computer applications from an accredited college or university can be substituted for 1 year of experience.

Required Testing

Pre-employment Proficiency Test

Continuing Educ./Training

None Specified

Certificates

Valid CDL

Clearances

Criminal Justice
Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range