

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 Business Manager or Designee.

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

FLSA Status

Non Exempt

Salary Range

Classified Salary Schedule – Range 32

Certificates

None Specified

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

Approval Date