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 the Business Manager or Designee.

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.

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
None Specified

Certificates
None Specified

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

FLSA Status
Non Exempt

Salary Range
Classified Salary Schedule – Range 23