



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>ACCOUNTING TECHNICIAN</u></b>			
<b>DEPARTMENT/SITE:</b>	Fiscal Services Department or assigned department	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	30 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Administrator or assigned supervisor	<b>FLSA:</b>	Non-Exempt

### **BASIC FUNCTION:**

Perform a variety of technical accounting duties in the review, evaluation, and adjustment of assigned accounts; perform budgetary and expense tracking, cost accounting, and projections for assigned programs; maintain, audit, and reconcile assigned accounts; prepare, maintain, and ensure accuracy of various financial records and reports; train and provide guidance to assigned staff. The incumbents in this classification assist in supporting students by applying financial and statistical data to monitor budgets and expenditures which directly supports student learning.

### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Perform a variety of technical accounting duties in the review, evaluation, and adjustment of assigned accounts; perform budgetary and expense tracking, cost accounting, and projections for assigned programs; audit accounts for errors and make appropriate adjustments.

Maintain, audit, and reconcile assigned accounts; assemble, match, sort, tabulate, check, and post a variety of financial and statistical data including income and expenditures; review, adjust, and ensure accuracy of journal entries; balance and adjust accounts.

Train and provide guidance to staff; monitor, review work, and lead others in areas related to billings, receivables, payables, and customer accounts; assist staff with resolving the more difficult accounting issues.

Review, process, and evaluate requisitions, purchase orders, warrants, and invoices as assigned; prepare invoices for payment; verify invoices and match with purchase orders; issue and distribute accurate payments to purchase orders as directed.

Input a variety of financial and statistical data into an assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets, and generate a variety of computerized reports and statements; ensure accuracy of input and output data.

Research, compile, prepare, and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports, and files related to accounts, income, expenditures, transfers, requisitions, purchase orders, invoices, budgets, and assigned activities.

Maintain contact with vendors to modify and clarify invoices and resolve discrepancies as required; follow up on purchase orders, invoices, warrants, and payments as needed; process and issue payments to reimbursement claims as assigned.

Review and cost account travel and conference requisitions and reports. Follow up on District credit card issues and reimbursements.

Process accounts receivable as assigned; reconcile cash accounts; receive, verify, and process deposits; check money totals against receipts and invoices to ensure accuracy; prepare invoices and arrange for billings as directed; make bank deposits according to established procedures. Compile data for billing to outside agencies.

Maintain budgets for grants; track expenditures; approve requisitions for products or services associated with assigned program.

Process and evaluate various forms and applications as assigned; compare and reconcile forms, statements, records, reports, and other financial documents; identify errors and resolve discrepancies; initiate account transfers as needed.

Compile, research, and evaluate a variety of fiscal information related to assigned fiscal functions; assemble and distribute related materials; ensure mandated reports are submitted to appropriate Federal/State/Local and other agencies according to established timelines.

Assist designated departments, school sites, and programs in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare, and revise budgetary data.

Communicate with District staff and outside agencies to exchange information and resolve issues or concerns. Provide consultation to administrators and managers regarding grant and budget status.

Operate a variety of office equipment including a calculator, copier, fax machine, computer, scanner, and assigned software.

Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.

Enter internal journal entries and maintain applicable software systems.

Track monthly attendance reports and submitted bell schedules for compliance.

Monitor student attendance accounting activities performed by District staff and work with District administrators to identify and correct potential problems.

Monitor District-funded staffing allocations and provide school sites/departments with up-to-date information.

Prepare, monitor, and compile categorical timekeeping; train staff in the completion and process of categorical timekeeping.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures, and terminology used in technical accounting work.  
Financial and statistical record-keeping techniques.  
Preparation of financial statements and comprehensive accounting reports.  
General accounting and business functions of an educational organization.  
Policies and objectives of assigned programs and activities.  
Use and processing of requisitions, purchase orders, invoices, and related documents.  
Preparation, review, and control of assigned accounts.  
Data control procedures and data entry operations.  
Principles and practices of training and providing guidance to others.  
Oral and written communication skills.  
Interpersonal skills including tact, patience, and courtesy.  
Mathematical calculations.  
Financial statements and reports, projection techniques, research, and statistics.  
Applicable laws, codes regulations, policies, and procedures.

**ABILITY TO:**

Perform a variety of technical accounting duties in the review, evaluation, and adjustment of assigned accounts.  
Maintain accurate financial and statistical records.  
Prepare and evaluate comprehensive accounting reports and statements.  
Verify, balance, and adjust accounts.  
Review, process, evaluate, and verify a variety of financial information.  
Train and provide guidance to others.  
Identify, investigate, and resolve financial errors and discrepancies.  
Issue and distribute vendor and claim reimbursement payments as assigned.  
Monitor and audit income and expenditures.  
Assemble, organize, and prepare data for records and reports.  
Reconcile, balance, and audit assigned accounts.  
Compare numbers and detect errors efficiently.  
Operate standard office equipment including a computer, assigned software, and spreadsheets.  
Communicate effectively both orally and in writing.  
Establish and maintain collaborative and effective working relationships with others.  
Meet schedules and timelines.  
Perform mathematical calculations with speed and accuracy.  
Work independently.  
Review and interpret policies, procedures, and regulations.  
Attention to detail.  
Public speaking.  
Keyboard or input data at an acceptable rate of speed and accuracy.  
Adapt to changes and continue to learn.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school, or equivalent, supplemented by two years of college-level coursework in accounting, or related field, and three years increasingly responsible clerical accounting experience in accounting, budgeting, and analysis.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.

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 documents.

Sitting or standing for extended periods of time.

Kneeling, bending the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and materials.

Pushing, pulling, lifting, and carrying supplies and equipment.

Regularly lift and/or move up to 25 pounds.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

2014 Ewing Consulting

2024 Revised (EH&A / MGT Consulting) GB: 06/11/24 PC: 05/23/24