



## STOCKTON UNIFIED SCHOOL DISTRICT

**CLASS TITLE:                    ACCOUNTING TECHNICIAN**

**BASIC FUNCTION:**

Under the direction of the Director of Budget/Accounting, perform a variety of technical accounting duties in the review, analysis and adjustment of assigned accounts; monitor, audit and evaluate assigned District budgets; prepare and maintain a variety of auditable financial records and reports.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

Perform a variety of technical accounting duties in the review, analysis and adjustment of assigned accounts; transfer funds as appropriate; monitor funds for income and expenditures; audit accounts for errors and make appropriate adjustments; review, adjust and assure accuracy of journal entries.

Monitor, audit and evaluate assigned District budgets; identify and resolve issues and problems related to assigned budgets; process proposed budget transfers and revisions; review, evaluate and revise budgets as appropriate.

Research, compile, prepare and revise accounting and budgetary data regarding assigned accounts; prepare and maintain a variety of auditable financial records and reports related to District budgets, accounts, audits and assigned activities.

Receive, review and process purchase requisitions; assure accuracy and completeness of order information and provide signature; inspect orders for accuracy and completeness regarding account coding and cost calculations.

Review and process accounts payable and accounts receivable as assigned; analyze and reconcile bank statements and other financial statements as directed.

Serve as a technical resource to District personnel; respond to inquiries and provide information; assist other departments with making calculations and analyzing data; assist District personnel with resolving financial issues as requested.

Input budget, accounting, record-keeping and other financial information into assigned computer system and generate computerized reports; review data, records and reports for accuracy and completeness.

## **Accounting Technician - Continued**

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

Communicate with administrators, personnel and outside agencies to exchange information and resolve issues or concerns related to assigned budgets, accounts and activities.

Assure timely preparation of District payment invoices; verify and assure appropriate payments to purchase orders.

Assist governmental agencies with conducting annual and special audits.

Maintain regular and prompt attendance in the workplace.

### OTHER DUTIES:

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Methods, procedures and terminology used in technical accounting and auditing work.
- Financial and statistical record-keeping techniques.
- Preparation of comprehensive accounting reports.
- Preparation, review and control of assigned accounts.
- Budget preparation and control.
- General accounting, budget and business functions of a school district.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Arithmetic computations.

#### ABILITY TO:

- Perform a variety of technical accounting duties in the review, analysis and adjustment of assigned accounts.
- Monitor, audit and revise assigned District budgets.
- Maintain accurate financial and statistical records.
- Prepare and analyze comprehensive accounting reports.
- Receive, review and process purchase orders and invoices.
- Assemble, organize and prepare data for records and reports.
- Monitor District income and expenditures.
- Compare numbers and detect errors efficiently.
- Reconcile, balance and audit assigned accounts.
- Establish and maintain cooperative and effective working relationships with others.

## **Accounting Technician - Continued**

- Communicate effectively both orally and in writing.
- Operate a computer and assigned software.
- Make arithmetic computations with speed and accuracy.
- Plan and organize work.
  
- Meet schedules and time lines.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

### **EDUCATION AND EXPERIENCE:**

Any combination of education, training, and/or experience equivalent to graduation from high school supplemented by college-level course in accounting or related field and three years experience in accounting, budget management or related field.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Indoor work environment.

#### PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

Board Adopted: 1/11/05  
CSEA Chapter 821  
Salary Range: 46