

TITLE: ACCOUNT TECHNICIAN

QUALIFICATIONS

Knowledge of

1. State and district laws, rules, and regulations pertaining to school accounting and record keeping requirements and standards.
2. General accounting and bookkeeping principles and procedures related to assigned areas of responsibility.
3. Business math, ledger, statistical, and record keeping procedures.
4. Modern office methods and procedures.
5. Correct English usage, spelling, grammar, punctuation, and math.
6. Safety rules and regulations for this position.

Ability to

1. Perform complex clerical work and make above average mathematical calculations with speed and accuracy.
2. Establish and maintain a variety of complex record-keeping systems and to prepare a variety of financial and statistical reports related to assigned areas of responsibility.
3. Audit and tabulate, balance, reconcile and extend data, including district checking accounts.
4. Balance the district cash account and Revolving Cash Fund; prepare bank reconciliations involving a variety of district accounts.
5. Prepare accurate financial summaries, projections, reports, and correspondence independently without immediate supervision.
6. Learn the appropriate rules, regulations and technical procedures used in assigned areas of specialization.
7. Conduct workshops.
8. Understand and carry out directions in an independent manner.
9. Understand and carry out oral and written instructions, policies, and procedures.
10. Receive and give information over the telephone or in person in a courteous manner.
11. Communicate effectively and tactfully in both oral and written forms.
12. Operate office machines and equipment including a typewriter, copier, personal computer and calculator proficiently.
13. Type accurately at a rate of forty-five (45) words per minute from clear copy containing a large percentage of numerical or tabular data.
14. Be a productive and active team member.
15. Work successfully with diverse groups of people.
16. Maintain a pleasant appearance and demeanor.
17. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
18. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operations unit.
19. Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
20. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Training and Experience

1. Equivalent to the completion of the twelfth (12th) grade, including or supplemented by college-level courses in bookkeeping, budget, and principles of accounting.
2. Three (3) years of increasingly responsible experience in office clerical work involving responsible account, financial, or statistical records maintenance.
3. Has working knowledge of word processing and spreadsheet software.
4. A work history demonstrating dependability and reliability.

REPORTS TO: Assistant Superintendent for Business Services or designee

JOB GOAL: Performs varied and increasingly responsible clerical accounting functions in support of specialized programs and fiscal services such as district revenues, accounts receivable, attendance accounting, records and reports, and developer fees.

ESSENTIAL FUNCTIONS

1. Maintains financial records and processes documents involved in financial/special reporting transactions such as accounts receivable, attendance accounting, mandated costs, and district checking accounts.
2. Computes, verifies, balances and adjusts accounts, records and data requiring independent judgment based on established procedures and policies.
3. Maintains and reconciles assigned check registers.
4. Maintains revolving cash account; receives requests, checks for proper authorization, account coding and accuracy of extensions; writes check(s), obtains proper signatures and routes checks.
5. Verifies accuracy of computer generated reports; adjusts/corrects information as needed.
6. Operates personal computer to generate lists, update records, monitor expenditures, respond to requests, etc.
7. Processes forms, applications, documents, records and/or other paperwork in support of assigned office functions.
8. Uses and understands complex financial software such as the District Financial System or Student Data System.
9. Assists and prepares the Business Department with annual audit.
10. Follows district policies and procedures.
11. Participates in district in-service training as required.
12. Knows and understands the Mission and Core Values of the district.
13. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Clears files at designated intervals.
2. Obtains and provides financial data for County Office and District departments as assigned.
3. Prepares deposits for appropriate accounts.
4. Searches records and files to prepare reports and summaries.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Some positions in this class may require individuals who can read, write, and/or speak a second language.
3. Valid State of California Driver's License.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The Assistant Superintendent for Business Services or designee will give the evaluation.

Approved by:	Board of Education	Date:	May 10, 1989
Amended by:	Board of Education	Date:	March 11, 1993
Amended by:	Board of Education	Date:	October 8, 1998

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**