

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: ACCOUNT TECHNICIAN

DEFINITION:

Under the direction of the Assistant Superintendent of Business Services, performs central accounting duties, including auditing, calculating, posting, invoicing, related financial record-keeping, updating and reconciling a variety of financial data; and generating periodic reports in accordance with established financial practices. In addition, the Account Clerk may provide accounting support for General Obligation Bond projects.

JOB RELATIONSHIPS:

Supervised by the Assistant Superintendent of Business Services; works with other office and school personnel; may have work relationship with other district staff or community members.

ESSENTIAL DUTIES:

Assists auditors for the purpose of providing requested supporting documentation required for audit.

Maintains financial information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.

Participates in staff meetings, in-service training, workshops, etc. as required 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.

Reconciles and processes accounts payable for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.

Prepares commercial orders for transmittal to County Office for audit and approval.

Assumes responsibility in preparing support documents necessary for processing invoices, employee reimbursements, and VISA statements for payment, including encumbrance of purchase orders, and assists with year-end accruals.

Opens, verifies, balances, adjusts and audits accounts.

Posts, assembles, tabulates and compares financial data.

Prepares or checks commercial warrants, invoices, student body, revolving cash, and food services invoices.

Operates computer.

Prepares deposits for County Treasury, cash collections, revolving cash, student body accounts and reconciliations for revolving cash and associated student body accounts.

Account Technician - Continued

Bookkeeping for associated student body accounts for all school sites.

Prepares Use Tax returns annually.

Tracks E-rate credits for accounts payable.

Responds to inquiries of staff and administration regarding financial procedures (e.g. account coding, use of funds, etc.) for the purpose of providing information, direction and/or referral to appropriate party.

Prepares modernization state expenditure reports and prepares various reports for the Board and administrators.

Prepares and mails invoices.

Updates website with publication forms and Business Services updates.

Assists with various budget reports.

Processes travel and conference requests.

Prepares revolving cash paperwork for UPS returns at the direction of the Warehouse.

Provides technical assistance to department staff in resolving difficulties with computer software application and county Financial Information System (FIS).

Prepares various correcting journal vouchers and auditor transfers.

NON-ESSENTIAL DUTIES:

Performs other duties as assigned.

KNOWLEDGE OF:

Fundamental accounting or bookkeeping principles and procedures.

Modern office procedures and methods.

Use of standard office machines and equipment.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

Knowledge of the following software applications:

Microsoft Excel, Word, Outlook, FrontPage, Internet Explorer

QuickBooks

Quicken

Adobe Acrobat

Account Technician - Continued

ABILITY TO:

Type at 50 words per minute.

Operate standard office equipment including microcomputer and related software application.

Communicate effectively orally and in writing.

Plan and organize work.

Flexibility is required to work with others in a variety of circumstances. Ability is also required to work with a wide diversity of individuals.

Maintain cooperative relationships.

Schedule activities; gather and/or collate data.

Problem solving with data may require independent interpretation.

Meet schedules and timelines.

Maintain records.

Read, apply and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent. Any combination of training, experience and/or education equivalent to five years of recent, full time equivalent paid bookkeeping or accounting experience. The recent completion of twelve units of college-level accounting training may be substituted for one year of the experience requirement.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

District pre-employment test

Post-offer physical examination and drug screen

Fingerprint clearance from the Department of Justice

Current X-ray or tuberculin skin test before employment and every four years thereafter.

Account Technician - Continued

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and equipment.

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

Seeing to read a variety of materials.

Sitting for extended periods of time.

Kneeling, bending at waist and reaching overhead, above the shoulder and horizontally, to retrieve and store files and supplies; lifting light objects.

Board approved: September 28, 2010