

ACCOUNTING TECHNICIAN

DEFINITION

Under general direction, performs complex financial record keeping, prepares financial reports and reimbursement claims; receives and deposits incoming monies, directs and trains a ~~small~~ accounting clerical staff; prepares projections and analyses; and performs related work as required.

EXAMPLES OF DUTIES

Directs and participates in the preparation of financial and statistical reports. **E**

Maintains accurate and detailed records of revenues and expenditures for District projects of various funds and funding sources. **E**

Reconciles information and prepares periodic reports to federal, state, local, and other taxing authorities and entities. **E**

Prepares and files documents, reports, and financial reimbursement claims as required. **E**

Receives and deposits incoming District monies, coding and transferring to the proper agency, and preparing abatement and receipt documents. **E**

Prepares and inputs budget, expenditures, and transfers using specific software applications. **E**

Monitors and updates budgets for district programs, grants and entitlements; prepares related Board agenda items. **E**

Monitors revolving cash, clearing account, and benefit trust funds for proper expenditures. **E**

Reviews District accounting records on a monthly basis; clears holding and error accounts and makes necessary transfers for benefit allocations. **E**

Reconciles and adjusts employees earnings and payroll tax contributions. **E**

Reconciles bank statements for all District-administered bank accounts. **E**

Gathers information and provides background for auditors. **E**

EXAMPLES OF DUTIES (cont.)

Trains and directs accounting clerical personnel in reporting, issuance of checks and manual/automated record keeping. **E**

Performs special financial and statistical studies and projects as assigned. **E**

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Bookkeeping and accounting principles;
2. Financial record keeping procedures;
3. Basic data processing as related to financial record keeping;
4. Modern office equipment, computers, and procedures;
5. Business math; and
6. General principles of training and providing work direction.

Ability to:

1. Read, interpret and apply laws, rules, and regulations affecting District accounting;
2. Read, understand, and apply District budget, accounting, and fiscal procedures and policies;
3. Prepare clear and concise financial reports;
4. Interpret and explain various procedures;
5. Analyze data;
6. Resolve problems with tact and proficiency;
7. Work under pressure of constant deadlines with frequent interruptions;
8. Operate a calculator quickly and accurately;
9. Operate a typewriter and computer proficiently with Windows-based applications;
10. Quickly learn new software;
11. Direct the work of others;
12. Organize and perform multiple job tasks
13. Understand and carry out oral and written instructions;
14. Establish and maintain effective relationships with those contacted in the course of work; and
15. Maintain work pace appropriate to given workload.

EDUCATION AND EXPERIENCE

Progressively responsible experience in full charge bookkeeping or accounting and preparation of financial reports of moderate or greater difficulty. Some California public school district experience desirable, but not required;

or

Experience equivalent to or above the Senior Account Clerk level in the Huntington Beach Union High School District and college level course work in accounting, bookkeeping, auditing, and/or preparation of financial reports.

WORK CONDITIONS

Environment:

Office environment.

Physical Abilities:

Dexterity of hands and fingers to operate office equipment; seeing to assure the accuracy of financial records and documents; and hearing and speaking to exchange information.

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7/94
8/00
11/02