



Leadership • Collaboration • Support

JOB TITLE: Accounting Technician

CSEA Salary Schedule, Range 26

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To review, maintain, and verify complex accounting and financial records.

JOB REQUIREMENTS AND QUALIFICATION

- Knowledge of efficient office methods and procedures.
- Knowledge of financial record keeping.
- Ability to perform mathematical calculations rapidly and accurately.
- Knowledge of operating standard office equipment, personal computers, and software such as Microsoft Office applications (Outlook, Word, Excel, One-Note, PowerPoint, Access, etc.), as well as Adobe Acrobat and similar document creation tools. Proficiency in Excel is strongly desired.
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- Ability to obtain general knowledge of education, government, and labor codes, state and federal laws and generally accepted accounting principles (GAAP), as they pertain to school finance, and the ability to apply as appropriate.
- Ability to prepare accurate financial summaries and reports.
- Ability to obtain knowledge to gain subject matter expertise in the use of the financial system.
- Ability to perform data entry accurately and efficiently.
- Ability to establish and maintain effective work relationships.
- High school diploma or equivalent.
- Any combination of education and experience that demonstrates knowledge and abilities to perform the tasks outlined herein.

ESSENTIAL DUTIES

- Assists with preparation, processing and maintaining, employee pay, including all related documentation.
- Compiles, prepares and verifies Local Educational Agency (LEA) payroll totals for county reconciliation and transfer of funds.
- Prepares, verifies and prints payroll and accounts payable documents such as warrants, 1099's and W2's.
- Prepares and verifies accounts receivable following appropriate cash handling procedures and researches to record appropriately to LEA funds.
- Compiles and prepares financial statements, and accounting reports.
- Prepares and/or processes journal entries.
- Prepares, verifies and/or files/submits local, state or federal reports, such as expenditure reports, attendance and tax documents.
- Prepares and verifies, for compliance and accuracy, all accounts payable to include purchase orders, expenditure codes, programs, and funds.
- Coordinates and maintains physical inventory.
- Assists with fiscal and calendar year-end closing.
- Reads and interprets financial information necessary to competently perform duties.
- Assists and trains others performing financial duties, to understand policies, procedures, and practices.
- Assists LEA staff in utilizing the financial system efficiently and effectively.
- Maintains all data in an organized manner conducive to prompt and accurate preparation of reports and financial statements.
- Assists in record retention.
- Attends and actively participates in meetings as appropriate.

MARGINAL DUTIES

Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive general supervision within a broad framework of policies and procedures.

SUPERVISION EXERCISED

None.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%) Walking (15%) Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or pulling Loads (1) Reaching overhead (2) Kneeling or squatting (3)

Climbing Stairs (2) Climbing Ladders (0)