

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Account Technician	Reports to:	Program Administrator/Supervisor
Job Category:	Fiscal/Accounting	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	17
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, review, evaluate and adjust assigned accounts; maintain a variety of accounting records such as accounts payable, accounts payable, SELPA, and related fiscal documents; prepare, maintain and ensure accuracy of various financial records and reports; input a variety of financial and statistical data into an assigned computer system.

ESSENTIAL FUNCTIONS:

- Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; provide technical accounting support for various accounts and functions such as accounts payable, accounts receivable, payroll and purchasing; audit accounts for errors and make appropriate adjustments.
- Analyze a variety of financial information for the purpose of ensuring compliance with District and state requirements; maintain a wide variety of fiscal information, files and records including accounts payable, accounts receivable, contracts, invoices, transfers, cash deposit, timesheets, W-9's, applications, and related documents; provide updated and current compliance reference for auditing purposes.
- Prepare a variety of written materials, including procedures, reports, memos, spreadsheets, and letters; document assigned activities; provide written reference; convey required information; comply with financial, legal and administrative requirements.
- Maintain, audit and reconcile assigned accounts; assemble, match, sort, tabulate, check and post a variety of financial and statistical data including income and expenditures; review, adjust and ensure accuracy of journal entries; balance and adjust accounts.
- Review, process and evaluate purchase orders, warrants and invoices as assigned; prepare invoices for payment; verify invoices and match with purchase orders; issue and distribute accurate payments to purchase orders as directed.
- Input a variety of financial and statistical data into an assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements; ensure accuracy of input and output data.
- Research discrepancies to ensure the appropriate use of funds in accordance with established guidelines; compile, prepare and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports and files related to accounts, income, expenditures, transfers, purchase orders, invoices, budgets and assigned activities.
- Inform personnel and vendors regarding a variety of procedures and program requirements; provide necessary information for completing transactions, taking appropriate action and complying with established fiscal guidelines; maintain contact with vendors to modify and clarify invoices and resolve discrepancies as required; follow-up on purchase orders, invoices, warrants and payments as needed; process and issue payments to reimbursement claims as assigned.

- Process accounts receivable as assigned; reconcile cash accounts; receive, verify and process deposits; check money totals against receipts and invoices to ensure accuracy; prepare invoices and arrange for billings as directed.
- Process and evaluate various forms and applications as assigned; compare and reconcile forms, statements, records, reports and other financial documents; identify errors and resolve discrepancies; initiate account transfers as needed.
- Compile, research and evaluate a variety fiscal information related to assigned fiscal functions; assemble and distribute related materials; ensure mandated reports are submitted to appropriate agencies according to established timelines.
- Reconcile account balances for the purpose of maintaining accurate account balances and complying with related policies, practices and regulations; provide technical expertise and direction to other personnel regarding accounting issues and related activities for the purpose of conveying pertinent information to appropriate parties.
- Assist designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare and revise budgetary data.
- Communicate with District personnel and external agencies to exchange information and resolve issues or concerns.
- Operate a variety of office equipment, including a calculator, copier, fax machine, computer and assigned software.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.
- Participate in meetings, workshops and seminars as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Methods, procedures and terminology used in technical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- General accounting and business functions of an educational organization.
- Policies and objectives of assigned programs and activities.
- Use and processing of requisitions, purchase orders, invoices and related documents.
- Preparation, review and control of assigned accounts.
- Data control procedures and data entry operations.
- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Bookkeeping principles.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts.
- Maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive accounting reports and statements.
- Review, process, evaluate and verify a variety of financial information.
- Identify, investigate and resolve financial errors and discrepancies.

- Issue and distribute vendor and claim reimbursement payments as assigned.
- Monitor and audit income and expenditures.
- Assemble, organize and prepare data for records and reports.
- Reconcile, balance and audit assigned accounts.
- Compare numbers and detect errors efficiently.
- Operate standard office equipment, including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: One (1) year of clerical accounting experience.

Required licenses, certificates, continuing education, training and other requirements:

- N/A.

DESIRABLE QUALIFICATIONS:

- N/A.

WORKING CONDITIONS:

Environment: Indoor/Office work environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- State Mandated Training
- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.