

## **ACCOUNTING TECHNICIAN**

### **DEFINITION**

Under the direction and general supervision of management, serves as a lead person to other account clerks and is responsible for performing assigned technical duties utilizing manual, machine and automated systems to maintain and promote the accuracy and integrity of the financial records as well as the efficiency of fiscal operations.

### **EXAMPLES OF DUTIES**

Verifies, monitors and reconciles financial data; posts, arranges, and balances accounting records and budget information; prepares financial statements and other related documents in standardized or other desirable or directed formats; establishes and maintains journals, ledgers and other fiscally related schedules; assists in year-end book closing, adjustment entries and other annual procedures; performs responsible tasks associated with the preparation and management of various accounting records and reports pertaining to federal, state and local funded special programs; acts as a trouble-shooter, providing answers and solutions to general accounting problems; provides cost analysis for capital projects; projects cash flow and other financial resources; coordinates the completion of special fiscal projects as assigned; performs other related duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

Generally accepted accounting principles; audit guidelines and procedures; principles, methods, practices and procedures of governmental accounting, school district financial record keeping, and special programs and projects fiscal management; computerized application and facilitation in database, word-processing, and spreadsheet.

#### Ability to:

Communicate effectively in oral and written form; detect, analyze and solve accounting problems; infer and summarize in narrative and statistical formats; conduct comprehensive accounting and budget related research, using sound judgment and accounting principles; interpret and apply rules, guidelines, policies and other government codes and regulations; develop working documents in a desirable format with accuracy and clarity; effectively and efficiently operate a variety of standard business machines and equipment; establish and maintain cooperative working relationships; understand and carry out oral and written directions; work both independently and in a team.

#### Physical Characteristics:

Ability to sit for prolonged periods of time.

Ability to carry on normal speech and hearing activities.

Dexterity sufficient to allow for keyboarding activities.

Ability to bend, stoop, grasp, reach and sit for extended periods of time when required.

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### **License Required:**

Possession of a valid California Drivers License.

### **Education and Experience:**

Any combination equivalent to the completion of a four year college degree with a major in accounting;

Two (2) years of increasingly responsible experience in governmental accounting, preferably in a school district setting.