

JOB DESCRIPTION
Grossmont Union High School District

ACCOUNTING TECHNICIAN

Purpose Statement:

The job of Accounting Technician is done for the purpose/s of providing financial support to assigned department and/or programs such as Special Projects ROP, Facilities, Food Services and/or Transportation, including ensuring the establishment and maintenance of a comprehensive budgeting and accounting system, assisting in the preparation of the annual budget, and processing financial information in accordance with established accounting requirements. Incumbents in this classification provide students and staff with fiscal services which in turn directly supports learning.

This job reports to Assigned Administrator

Essential Functions

- Analyzes data of a statistical and/or financial nature (e.g. projections, financial statistics, etc.) for the purpose of preparing recommendations and/or reports for administrative review and action.
- Coordinates work activities with various parties (e.g. district and school staff, vendors, contractors, auditors, public agency personnel, etc.) for the purpose of providing required information and/or coordinating work activities toward common objectives.
- Evaluates financial information and reporting requirements for the purpose of designing and implementing appropriate accounting and reporting systems from creation of Chart of Accounts forward through periodic and annual financial reporting.
- Maintains a variety of fiscal information, files and records (e.g. invoices, requisitions, accounts payable, purchase orders, applications, program cost ledgers, etc.) for the purpose of ensuring comprehensive and accurate data compliance with prescribed accounting systems and generally accepted principles of accounting.
- Monitors fund balances and day-to-day expenditures for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget and fiscal practices are followed.
- Performs record keeping and general clerical functions (e.g. copying, faxing, etc.) for the purpose of supporting departmental/program operations.
- Prepares a variety of documents (e.g. reports, cost analyses, staffing plan costs, etc.) for the purpose of documenting activities in accordance with financial/legal requirements, providing written reference and/or conveying information.
- Processes a variety of fiscal information (e.g. billings, receivables, salary projections, budget data, purchase orders, work orders, etc.) for the purpose of updating information, completing financial transactions, ensuring timely and accurate submissions, and/or ensuring compliance with accounting requirements.
- Reconciles cash and/or account balances (e.g. budgets, District and funding source budgets, salary projections for funds, work orders, etc.) for the purpose of maintaining accurate balances and complying with accounting practices.
- Researches financial information and/or documentation (e.g. order discrepancies, requisitions, policies, etc.) for the purpose of ensuring accuracy and adhering to procedures prior to processing for payment.
- Responds to inquiries, including phone, mail and walk-ins (e.g. district staff, vendors, district and site personnel, contractors, community representatives, local, state and/or federal agency personnel, etc.) for the purpose of resolving issues, providing requested information and/or referring to appropriate department personnel.
- Supports assigned administrator for the purpose of collaborating with administrator in the achievement of department, program and district goals.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

- Assists various parties (e.g. contractors, public agency personnel, etc.) for the purpose of providing required information and/or coordinating work activities toward common objectives.
- Attends meetings as required for the purpose of receiving and/or conveying information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; performing accounting procedures; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles; methods and procedures used in cost accounting, full-charge bookkeeping, budgeting, accounts payable, contracts management and forecasting; and pertinent office application software.

ABILITY is required to schedule activities and/or meetings; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; working with minimal supervision; working with constant interruptions and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

As required for position

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit II 45