

ALBANY UNIFIED SCHOOL DISTRICT

Account Technician

POSITION DESCRIPTION: Under the direction of the Assistant Superintendent of Business Services perform general accounting and bookkeeping principles.

REPRESENTATIVE DUTIES: E = Essential Duties The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Maintain financial records and processes documents involved in financial/special reporting transactions such as accounts receivable, attendance accounting, mandated costs, and district checking accounts E
2. Compute, verify, balance and adjust accounts, records and data requiring independent judgment based on established procedures and policies E
3. Maintain and reconcile assigned check registers E
4. Maintain revolving cash account; receive requests, check for proper authorization, account coding and accuracy of extensions; write check(s), obtain proper signatures and route checks E
5. Research, analyze, resolve, and assist others with accounting transactions and adjustments such as credit memoranda, undocumented purchases and invoices, goods and services not received, returned or refund checks E
6. Provide administrative support to projects and special assignments that require getting information and cooperation from other departments and vendors E
7. Verify accuracy of computer generated reports; adjust/correct information as needed E
8. Process forms, applications, documents, records and/or other paperwork in support of assigned office functions E
9. Use and understand complex financial software such as the district financial system or student data system E
10. Manipulate data management systems to produce custom, yet recurring reports, requiring a working knowledge of the relationships of financial data E
11. Assist the Business Department with annual audit E
12. Follow district policies and procedures E
13. Participate in district in-service training as required E
14. Perform other related duties as assigned E

KNOWLEDGE OF: State, Federal and district laws, rules, and regulations pertaining to school accounting and record keeping requirements and standards; general accounting and bookkeeping principles and procedures related to assigned areas of responsibility; business math, ledger, statistical, and record keeping procedures; modern office methods and procedures; correct English usage, spelling, grammar, punctuation, and math; safety rules and regulations for this position.

ABILITY TO: Perform complex clerical work and make above average mathematical calculations with speed and accuracy; establish and maintain a variety of complex record-keeping systems and to prepare a variety of financial and statistical reports related to assigned areas of responsibility; audit and tabulate, balance, reconcile and extend data, including district checking accounts; balance the district cash account and Revolving Cash Fund; prepare bank reconciliations involving a variety of district accounts; operate a computerized accounting system and appropriate software; prepare accurate financial summaries, projections, reports, and correspondence independently without immediate supervision; earn the appropriate rules, regulations and technical procedures used in assigned areas of specialization; understand and carry out directions in an independent manner; understand and carry out oral and written

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instructions, policies, and procedures; communicate effectively and tactfully in both oral and written forms; work successfully with diverse groups of people; handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations; exercise independent judgment and problem-solving skills related to specific areas of responsibility; conduct verbal conversation in English or other designated language

TOOLS AND EQUIPMENT USED: Various office equipment

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch, or crawl; must occasionally lift and/or move up to 15 pounds; specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus; visual ability to read handwritten or typed documents and the display screen of various office equipment and machines; able to hear normal range verbal conversation; able to sit, stand, stoop, kneel, bend, and walk; able to sit for sustained periods of time; able to demonstrate manual dexterity necessary to operate calculator and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

WORK ENVIRONMENT: Office environment

QUALIFICATIONS/REQUIREMENTS:

1. Equivalent to the completion of the twelfth (12th) grade, including or supplemented by college-level courses in bookkeeping, budget, and/or principles of accounting
2. Three (3) years of increasingly responsible experience in office clerical work involving responsible account, financial, or statistical records maintenance, preferably in a school setting
3. Has working knowledge of word processing and spreadsheet software
4. Work history demonstrating dependability and reliability
5. State of California Driver's License

Salary Range: \$3,651.75-\$4,441.33/month