SUMMARY DEFINITION:

Under the general supervision of the Finance and Budget Director, the Accounting Technician I performs a variety of routine accounting applications including auditing and paying vendors, preparing and reconciling billings and accounts receivable, preparing, maintaining, and assisting in the preparation of payroll warrants, auditing and maintaining pupil attendance date and student body records; preparing, maintaining, and processing assigned financial and statistical records, journals, accounts payable, purchasing, and reports, in accord with Charter School Policy, Administrative Regulation, and State Accounting Manual Parameters.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Receive, audit and process deposits. Prepare weekly bank deposits. Print and distribute related deposit reports. Maintain records for monthly bank statements reconciliation of various accounts.
- Audit and/or enter all invoices for the school, foundation and other clients served.
- Compile, maintain and reconcile budget, financial, attendance and student body records and data.
- Provide technical support for the Business Services Department.
- File and scan financial records and maintain records in an auditable system.
- Sort and process warrants and warrant copies for distribution and filing.
- Assist in the processing of purchase requisitions and purchase orders and resolves order and delivery logistics with vendors.
- Reconcile vendor statements; interact with vendors and site personnel to research discrepancies.
- Prepare, under direction, accounting records and reports.
- Receive, sort and distribute paychecks and warrants according to established procedures and guidelines.
- Assist in the preparation of balancing of payroll and benefits.
- Assist in the preparation of accounts payable warrants, vendor 1099s, and W-2’s.
- Receive, date stamp, sort and distribute mail.
- Distribute and deliver goods, correspondence, mail, and school and financial documentation to school sites, local district office, county office and other clients.
- Perform arithmetical calculations rapidly and accurately.
- Create periodic invoices for various school billings and other reimbursements due to school, foundation or other clients served.
- Maintain balance in postage account and refill postage meter.
- Order supplies and troubleshoot/arrange for repairs of copy machine, printers, and fax machine.
- Provide and maintain effective customer service to school personnel, parents, vendors and others.
- Attend and participate in assigned meetings, workshops and conferences.
- Conduct routine written and oral communications.
- Understand and apply the vision and mission of Natomas Charter School.
- Model and support the Five Traits of the Natomas Charter School Professional.
- Drive occasionally for department business.
- Perform other duties as assigned that support the overall objective of the department.

QUALIFICATIONS

Knowledge of:
- Basic accounting and office skills.
JOB DESCRIPTION: Accounting Technician I (continued)

- Effective verbal and written communication skills and telephone skills.
- Office management principles, methods, and procedures.
- Proper English usage, grammar, spelling, punctuation, proofreading/editing, and mathematical skills.
- Computer applications, particularly electronic spreadsheets and databases, such as QuickBooks, Excel and Word.

Ability to:
- Effectively utilize standard computer applications, such as Excel, Word and QuickBooks.
- Display knowledge and understanding of basic accounting and auditing standards.
- Assist staff with a variety of projects, maintaining accurate financial and statistical records.
- Maintain consistent, punctual and regular attendance.
- Understand and follow oral and written instructions.
- Communicate effectively with a diverse base of individuals, demonstrating appropriate interpersonal skills using tact, patience, and courtesy.
- Prepare and present clear and concise reports.
- Work efficiently under stringent time deadlines.

REQUIRED EXPERIENCE AND EDUCATION:
Combination of education and training equivalent to a GED or high school diploma with a minimum of five (5) years experience in a related field or more than five (5) years of experience with a focus in accounting, record keeping, and computer application principles and practices; increasingly responsible technical accounting, payroll preparation and processing experience, preferably with charter or school district experience.

OTHER REQUIREMENTS:
Must hold a valid California Driver License and must provide proof of automobile insurance coverage. Testing of tuberculosis (skin test or chest X-ray) is required upon employment and every four years thereafter. Clearance from the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) required upon employment.

WORK SCHEDULE AND SALARY:
An NCS Accounting Technician I is placed on the NCS Business Office Staff Salary Schedule for classified employees according to his/her training and experience and is on a 261 days work calendar, including holidays and vacation days, as a full-time employee. Hourly Accounting Technician Is that are part-time work less than 261 days or are scheduled as needed.

WORKING CONDITIONS: The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school site environments; driving a vehicle to conduct work.

Physical Abilities:
- Hearing and speaking to exchange information and make presentations.
- Seeing to monitor various activities and read various documents.
- Stand or sit for extended periods of time.
- Reaching overhead, above the shoulders and horizontally or bending at the waist to retrieve and store files.
- Lift, carry, and push and/or pull items of approximately 25 lbs.
- Walk over uneven surfaces.

Potential Hazards:
- Contact with dissatisfied or abusive individuals.