

## SAN YSIDRO SCHOOL DISTRICT

**TITLE:** Accounting Technician II  
**DEPARTMENT:** Business and Operations  
**FLSA:** Non-Exempt  
**REVISED:** February 2016

**REPORTS TO:** Department Head  
**CLASSIFICATION:** Classified (12 month)  
**SALARY:** Classified Schedule 12-16  
**Board Approved:** June 23, 2016

**BASIC FUNCTION:** Under the direction of the Department Head / Director, the Accounting Technician II performs a variety of responsible and technical accounting duties in support of assigned school, special program or District office; prepare, maintain and process a variety of financial and statistical data, records and reports; maintain and reconcile accounts in accordance with established policies, procedures and regulations.

Incumbents in the Accounting Technician II classification perform technical accounting duties in one or more assigned functions such as: basic budget monitoring, accounts payable/receivable, special programs and/or the revolving cash fund. Incumbents in this class may be assigned to work at Child Nutrition Services, District Office, or other sites in the District.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Perform a variety of technical accounting duties related to assigned areas of financial and statistical record-keeping in accounts payable/receivable, special programs, and other accounting areas as assigned.
- Collect, compile, match and review various documents such as receipts, invoices, claims, adjustments and related materials; verify accuracy and proper completion of financial, statistical and payroll documents and forms; process materials according to established District policies and procedures as well as State and federal laws and regulations.
- Verify and process documents and financial transactions; maintain required records, lists, files and copies of materials for audit trails including both external and internal audits; process transfers between general fund accounts, bank accounts and revolving cash funds as required by the assignment.
- Post, verify and balance financial and payroll records as assigned; prepare and maintain journals, ledgers, accounts and other financial records; assist with revision and adjustment of budgets and funds as necessary and according to rules and regulations.
- Control disbursement of funds to pay District liabilities; encumber or verify availability of funds; process financial documents; match and batch necessary documents, enter into computer terminal and charge and balance appropriate accounts.
- Process extensions on hours worked and expenditures; perform calculations and enter a variety of financial, statistical, payroll and benefit data into computer; verify accuracy of District and County computer output and correct as necessary.
- Respond to questions from employees, supervisors, students and others; interpret, apply and explain laws, regulations, policies, procedures, contracts, Board actions and State Education Code; follow up and resolve issues and concerns as necessary.
- Perform other duties as assigned.

**KNOWLEDGE OF:**

- Preparation of complex and technical financial statements and comprehensive accounting reports.
- Methods, procedures and terminology used in technical accounting work.

- Financial and statistical record-keeping techniques.
- Accounts maintenance and reconciliation procedures.
- Applicable sections of the State Education Code and other applicable laws.
- Rules and regulations concerning assigned technical accounting activities.
- Preparation, review and control of assigned accounts.
- Oral and written communication skills.
- Operation of a computer terminal and data entry techniques.
- Operation of spreadsheet, word processing and specialized software used in technical accounting.
- Basic research methods
- Interpersonal skills using tact, patience and courtesy.

#### **ABILITY TO:**

- Maintain accurate financial and statistical records.
- Assist District administrators in budget preparation and researching information.
- Verify, balance and adjust accounts.
- Perform complex mathematical calculations and accounting transactions quickly and accurately.
- Read, interpret, apply and explain policies, procedures, rules and regulations related to the assignment.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Utilize spreadsheet, word processing and specialized software to maintain accounts, prepare reports and share data.
- Prepare reports and process accounting documents within established timelines and schedules.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Analyze situations accurately and adopt an effective course of action.

#### **MINIMUM QUALIFICATIONS:**

##### **EDUCATION AND EXPERIENCE**

- Class C Driver's License is required
- Graduation from High School or an equivalent supplemented by at least 12 units of college-level coursework in Accounting and/or Finance, and 5 years of increasingly responsible experience, performing job related duties/responsibilities.

##### **OR**

- An Associate's Degree in Accounting, Finance, Business Administration/Management, or a closely related field, and 2 years of progressively responsible experience performing job related duties/responsibilities.

#### **WORKING CONDITIONS:**

Indoor and outdoor school settings which can include office and outdoor interactions.

#### **PHYSICAL REQUIREMENTS:**

See to read and review financial and statistical records; hear and speak to obtain and provide information from other District staff and the public; sit at a desk and/or computer terminal for extended periods of time; bend, kneel and reach to retrieve and file records from shelves and file cabinets; dexterity of hands and fingers to file documents and operate a computer terminal and other office equipment.