

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical accounting duties related to the preparation, maintenance and review of financial records and accounts in an assigned department.

REPRESENTATIVE DUTIES:

Perform technical accounting duties in support of an assigned department; establish, monitor and maintain assigned accounts. **E**

Analyze income/expense data to determine the cost effectiveness of programs, purchases and activities; prepare statistical and analytical reports for administrators as requested. **E**

Gather, assemble, post, balance and summarize accounting data; receipt and deposit monies as assigned. **E**

Compile, organize and review financial data and documents; prepare and process financial reports and statements as mandated by County, State and federal agencies; prepare financial reports and related documents including profit and loss statements, balance sheets and reimbursement claims for an assigned department. **E**

Reconcile and balance assigned accounts and bank statements; record financial transactions; maintain journals and ledgers; prepare trial balance. **E**

Audit daily receipts as assigned and prepare periodic reimbursement claims; prepare financial statements and projections as requested; assist in the preparation of departmental budget as directed. **E**

Monitor and control expenditures for assigned accounts to assure funds cover expenditures; assure expenditures are charged against proper accounts; monitor revolving cash fund. **E**

Audit financial data and documents to assure accuracy, completeness and compliance with District policies and procedures and applicable governmental regulations. **E**

Perform a variety of clerical tasks such as typing, filing, duplications and maintaining a variety of records; answer telephones and monitor inventory for assigned departments.

Communicate with vendors and District personnel to resolve problems, correct errors, obtain authorizations and exchange information.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting and auditing principles, practices and procedures.
Financial, statistical and fiscal record-keeping principles.
Preparation of comprehensive accounting reports.
Modern office practices, procedures and equipment.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer terminal.
Technical aspects of field of specialty.
District organization, operations, policies and objectives.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Maintain and audit fiscal records and accounts.
Perform technical and complex accounting work in the preparation, maintenance and review of financial records, accounts and reports for an assigned department.
Assure compliance with applicable District policies, procedures and governmental regulations.
Balance accounts and reconcile bank statements.
Prepare financial records, reports and statements.
Interpret and apply rules, regulations, policies and procedures.
Operate a variety of office equipment and machines such as typewriter, calculator, copier and computer.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Work independently with little direction.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level training with specialized course work in accounting, bookkeeping or related field and two years increasingly responsible experience in the preparation and maintenance of financial and statistical records.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Seeing to read, review and assure accuracy of financial statements and reports.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.