

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Accounting Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	039 OTBS
REVISED:	February 1, 2001		

BASIC FUNCTION:

Perform semiprofessional accounting or job cost services in maintaining ledgers or control accounts for district funds and positions.

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 is intended to accurately reflect the principal job elements.)

E = Essential Functions

Maintain an assigned set of ledgers or budget controls accounts; maintain detailed subsidiary ledgers. **E**

Prepare analysis of cash deposit transactions. **E**

Develop expenditure forecasts. **E**

Receive and disburse funds and maintain banking cash balance and student body account records. **E**

Serve as banking liaison between sites and contract bank. **E**

Audit information systems reports and make necessary corrections, additions, or deletions. **E**

Research and complete special assignments related to district financial transactions and prepare reports. **E**

Prepare budget estimates. **E**

Maintain auditable fiscal records. **E**

Assist in conducting research and investigations to maintain integrity of supplies, equipment, and cash in district cafeterias. **E**

Explain regulations, policies, and procedures related to accounting functions. **E**

Input information into microcomputer, download from mainframe, and extract reports; prepare reports using a variety of software applications. **E**

Operate standard office machines. **E**

Train and direct the work of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to high school graduation and four years of full-time equivalent, paid, fiscal-clerical or budget control experience, including working with an automated financial system.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation may be required for designated positions (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting and budgetary procedures.
General office and clerical procedures.
Reading and writing English communication skills.

ABILITY TO:

Learn related state, county, and district requirements.
Reconcile diverse financial data and prepare reports.
Operate standard office equipment.
Work effectively with computer software and hardware, including accounting, spreadsheet, and wordprocessing applications.
Communicate effectively orally and in writing.
Organize work routines, set priorities, and meet deadlines.
Maintain records.
Train and direct the work of others.
Establish and maintain effective working relationships with others.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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