

ACCOUNTING TECHNICIAN II

DEFINITION

Under general direction perform a variety of complex financial and record management functions that involve manual and computer-assisted processes; perform difficult and technical accounting and budget control functions; provide direction and leadership; perform responsibilities in multiple functional areas; perform other related work as required.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Prepares monthly financial statements.
2. Provides information and technical assistance pertaining to accounting and budgeting procedures and controls, operational guidelines and District policies and regulations to District staff and other agencies.
3. Assists school and District office personnel in developing budget requests; compiles and analyzes information and prepares a composite District budget with analysis of income and expenditures for administrative review.
4. Conducts analysis and short and long range projections of District income and expenditures to facilitate administrative planning.
5. Analyzes growth, development and changes likely to affect District operations.
6. Prepares cash flow analysis of categorical programs, grants, entitlements and other restricted programs.
7. Maintains financial records for a number of District funds or specialized project areas.
8. Maintains fund balances, reconciles monthly reports, makes journal entries/transfers to maintain the integrity of the funds.
9. Counsels and assists sites with budget and inter fund transfers.
10. Works effectively with vendors, other departments and school personnel and outside agencies.
11. Assists in the planning, organizing and coordinating of all accounting/fiscal activities of the District.
12. Assists with in-service training of personnel.
13. Provides leadership and guidance to staff within assigned area.
14. Reconciles all District accounting and budget records with the county and state reports each month and assure that all necessary corrections are made.
15. Assists employees in support areas with federal, state and local categorical programs and grants, monitoring the status of grant applications and expenditures for compliance.
16. Analyzes data using computerized accounting systems and electronic spreadsheets.
17. Maintains and monitors position control system.
18. Reviews requisitions for account codes and proper classification of expenditures.
19. Assists management in making business decisions based on analysis of data.
20. Assists in the preparation of complex accounting/financial federal, state, or local reports or returns.
21. Communicates and assists in coordinating activities with auditors in the examination of the District's financial transactions.
22. Assists in the coordination of year-end process.
23. Responsible for maintaining consistent, punctual and regular attendance.
24. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Methods, practices, principles, trends and procedures of school District budget and financial records management systems; applications of technical accounting; legal mandates, policies, regulations and operational guidelines pertaining to school District budget and finance systems and procedures; computer based budgeting and accounting systems; principles of general ledger accounting; modern office practices, trends and procedures.

Ability to:

Perform complex financial record keeping; review, analyze and interpret financial and budget income and expenditure reports/documents; interpret and apply legal mandates, policies, regulations and operational guidelines to complex financial control processes; develop and maintain moderate to complex computerized spreadsheets; prepare difficult and complex financial and statistical reports; make complex calculations quickly and accurately; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Two years of college level coursework in accounting and four years of highly responsible technical accounting experience in the preparation and maintenance of financial records or an equivalent combination of training and experience.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.