

**LEAD ACCOUNTING TECHNICIAN**

**DEFINITION**

Under general direction, perform lead responsibilities in one or more of the District's business operations. Duties include planning and organizing departmental activities, providing direction, leadership and training to clerical and/or technical staff, and performing a variety of complex financial and record management functions.

**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. Participates in planning, organizing, and maintaining operations of business and accounting functions.
2. Provides guidance to business support staff, including organizing work schedules, monitoring productivity and reviewing work for accuracy.
3. May participate in the selection process of business support personnel.
4. Performs highly technical functions in at least one area of budget planning, accounting, payroll, or data management.
5. As appropriate, provides input to the management team in monitoring and developing business service procedures.
6. Assists in the interpretation and implementation of policies relative to federal, state, and local laws.
7. Develops and maintains positive working relationships with District level and school site personnel, vendors, customers and state and county contacts.
8. Develops and maintains moderate to complex computerized spreadsheets; prepares accurate statistical calculations, clear and concise reports.
9. Performs other related duties as required.

**QUALIFICATIONS**

**Knowledge of:**

Correct English grammar, spelling and punctuation; methods, policies and procedures of public school systems; accounting, payroll and/or budget practices including methods of financial and statistical record management; principles of leadership and personnel relations; methods of organizational planning, modern office practices, trends and procedures; principles and practices of operating a computer based personnel/payroll/budget system; methods and procedures related to federal, state, and local statutes, and Board policy pertaining to public education.

**Ability to:**

Effectively and efficiently provide leadership in understanding and interpreting federal, state, county, District, and local statutes, rules and regulations, policies and procedures pertaining to public school business; communicate clearly and concisely both orally and in writing; participate in coordination of the various activities of a school District business department; provide leadership, training and support; work with limited supervision; develop and maintain moderate to complex computerized spreadsheets; prepare accurate statistical calculations; prepare clear and concise reports; 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: Graduation from a two year accredited college with a degree in business/public administration, accounting or a closely related field and five years progressively

responsible technical accounting experience in the preparation and maintenance of financial records; school District experience is preferred. Leadership experience and training or coursework in organization and supervision are desired.

**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.