

ACCOUNT TECHNICIAN III

JOB SUMMARY

Under general supervision, performs advanced clerical accounting work involving the review, verification, research, preparation, maintenance and processing of the District's financial and statistical records, data and reports related to business services functions.

DISTINGUISHING CHARACTERISTICS

This classification differs from the Account Technician I and II in that the duties and responsibilities are more varied and complex in nature, and thus requires a higher degree of initiative and independence in decision-making.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents in this class directly report to management personnel and do not supervise other personnel. Job incumbents may provide instruction to lower-level Account Technicians.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Performs highly complex financial and statistical work related to account reconciliation/auditing
- Researches and performs necessary adjustments to balance discrepancies
- Verifies proper input/output of financial statistical data from the computerized financial system
- Interprets various state/federal regulations and statutes related to financial record keeping and auditing
- Prepares purchase orders and reviews all purchases
- Keeps complete set of records of the financial transactions of District funds
- Balances books and compiles reports to show statistical and other data pertinent to District operations and various funds
- Prepares and controls various school, department and categorical budgets and reports
- Maintains journals and ledgers related to income expenditures and encumbrances for various funds
- Prepares accounts payable and receivable information for the year end audit
- Assists in the preparation of the annual and quarterly budget for District funds, which includes but is not limited to: general, restricted, child development, nutrition services, self-insurance, and facilities related funds
- Balances and reviews processing, receipts and deliveries of commodity food shipments
- Prepares monthly and annual financial reports (e.g., trial balance, balance sheet, profit & loss)
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education: Graduation from high school or GED is required. Formal coursework or formal training (i.e. vocational or college) in accounting, finance, financial record maintenance, bookkeeping, or a related field is preferred.

Experience: Four years of paid experience in clerical accounting work involving the utilization of automated financial recordkeeping systems and bookkeeping is required.

Knowledge of: Principles, methods, practices, terminology, and procedures relating to accounts payable, accounts receivable, bookkeeping, and financial recordkeeping; the use and application of automated computer software systems for processing accounting and personal computer software applications, such as Microsoft Office Suite; general mathematical principles and methods related

to the functions of accounting; principles, methods, trends, techniques, and practices related to organization and planning; applicable federal, state, and local laws, procedures, and regulations pertaining to accounting and business services (e.g. Education Code, Labor Code, Code of Federal Regulations, California Schools Accounting Manual).

Ability to: Effectively and efficiently perform general clerical accounting functions with constant interruption; make accurate mathematical computations; effectively operate office machines, equipment, and computer software applications; effectively utilize computer software applications including advanced level Microsoft Excel; understand, follow, carry out, and interpret District regulations and procedures, as well as oral and written instructions; establish and maintain cooperative working relationships with others; find and gather accurate sources of information in order to complete assigned tasks; stay up-to-date with changes in laws and regulations related to business services; effectively adapt to changes; take initiative; accurately attend to detailed work; effectively manage multiple work assignments in order to meet deadlines; maintain high integrity of information related to the job; effectively communicate orally and in writing; provide quality customer service; effectively work in a team environment; be trained to perform in a specialized or various accounting function(s); and comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

Special Information: Some positions in this class may be assigned to a specialized or various accounting functions.

PHYSICAL STANDARDS

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.

Work Environment: While the job incumbent works in an office environment, this position is in direct contact with the public and other employees through telephone, electronic mails, and in-person, requiring the ability to effectively manage constant interruptions while managing a high volume of work. Negative interactions resulting from these contacts can result in stressful situations. The noise level in an office environment is usually quiet.

Physical Demands: Primary functions of the position require sufficient physical ability and mobility to work in an office setting as follows: 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 objects up to 20 pounds without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to see within normal visual range and hear within the normal audio range with or without correction; and to verbally communicate in order to exchange information with others; physical daily attendance at work is an essential requirement of this job class.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job class perform additional duties and additional duties may be assigned.

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Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	06/14/84
Revision Approved by the Personnel Commission	10/03/88; 06/03/98; 06/13/02; 9/21/15; 1/24/22