



**Paso Robles Joint Unified School District**  
**Job Description**

**TITLE: Accounting Technician II**

**CLASSIFICATION:** Classified

**WORK YEAR:** 260 days

**SALARY:** Classified Salary Schedule #3  
Range: 25

**REPORTS TO:** Director of Fiscal Services

**BASIC FUNCTION.**

Under general direction of the Director of Fiscal Services, perform a variety of skilled and responsible bookkeeping and clerical duties, including: record keeping, reporting functions, computational duties, complex and specialized work related to the special operational area to which assigned, and counting cash receipts and making bank deposits. Possesses extensive accounting skill. Is an expert in their specialty and continues to perform increasingly complex responsibilities. Must have the ability to be highly accurate, responsible, and adhere to the standards of confidentiality and is highly detailed oriented.

**ESSENTIAL FUNCTIONS:** *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. Duties may include but are not limited to the following:*

- Duties for the Accounting Technician II include but not limited to the essential functions as outlined in the Accounting Technician I job description and are expected to be performed at an advanced skill level.
- Assist with coordination and preparation of year-end closing.
- Provide support, collaboration and input for department process improvements, training, and projects.
- Prepare, review and approve the daily deposits from District and school sites.
- Assume responsibility as lead for accounts receivable and accounts payable discrepancies and resolve complaints as necessary.
- Provide information regarding District budget/accounting procedures, account status and related matters upon request.
- Provide training and support to Accounting Technician and back up support to Accounting Technician IV-Lead.
- Prepare source document information related to receivables and payables for auditing and compliance for Fiscal Director and Facilities Manager as needed.
- Tracking and reconciliation of deposits, bank statements and reimbursement claims.
- Perform and maintain complex payable receivable records related to contracts, capital projects and purchase orders.
- Receive, review, prepare and distribute invoices and deposit checks with coding as assigned.
- Establish and maintain a filing system for auditable reports related to income, expenditures and assigned accounts.
- Assist the budget lead with the collection and preparation of data for projected costs and revenues.
- Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
- Perform other related duties as assigned and required within the scope and skill level of the job classification.



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**KNOWLEDGE AND SKILLS**

- Knowledge of and ability to apply basic accounting, budgeting and fiscal accountability methods, principles and practices.
- Knowledge of school business financial systems and the ability to train users in the applicable functions for their job responsibilities.
- Knowledge of and ability to operate a variety of office machines including computers, and printers.
- Knowledge of and ability to use word processing, database and spreadsheet programs to develop and produce correspondence, reports, publications, presentations and projects using correct English grammar, syntax, spelling and punctuation.
- Demonstrate an understanding of accounting principles (as demonstrated on a district test, if required).

**ABILITIES:**

- Ability to perform a variety of highly responsible tasks with speed and accuracy.
- Ability to perform basic arithmetic calculations with speed and accuracy.
- Ability to establish and maintain accurate records and files.
- Ability to express initiative, adaptability and confidentiality.
- Ability to analyze situations, apply problem solving techniques and take an effective course of action.
- Ability to independently assemble, interpret and organize information and financial and statistical data for reports, manuals and schedules.
- Ability to direct/assign the work of others.
- Ability to carry out oral and written instructions given in English.
- Ability to deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.

**PHYSICAL REQUIREMENTS**

- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to sit or stand for prolonged periods of time.
- Sufficient physical ability to reach horizontally and vertically with arms.
- Sufficient physical ability to occasionally lift/carry office supplies and printed materials weighing up to 25 pounds.



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**EXPERIENCE AND EDUCATION**

Required:

- High School Diploma or equivalent
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Preferred:

- AA in Accounting. (Accounting coursework may be substituted for two (2) of the 4 years required work experience).
- Four (4) years accounting, bookkeeping, and/or budgeting experience performing increasingly responsible and complex work.
- A minimum of one (1) year in school or governmental setting working within a Fiscal or Budgetary capacity.

**LICENSES AND CERTIFICATES**

- Valid California Driver's license
- Passing Certificate of PRUSD Accounting Exam

September 2021