

MILPITAS UNIFIED SCHOOL DISTRICT

TITLE: ACCOUNT TECHNICIAN IV

REPORTS TO: Manager, Business Services

DEPARTMENT: ~~Fiscal Services~~ Business Services

CLASSIFICATION: Classified

WORK YEAR: 12 Months

SALARY: RANGE ~~22~~ 24

BASIC FUNCTION: Maintains complex and varied accounting and statistical records; receives, compiles, verifies and audits data and prepares reports as required; is knowledgeable of and able to perform all accounting office functions and assists in training of all office staff; provides work direction to staff.

ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES:

Provides back up support to Account Technicians on an as needed basis. **E**

Checks, posts and processes records for one or more accounting activities. **E**

Monitors the General Ledger. **E**

Operates and inputs data into computer. **E**

Gathers, assembles, tabulates, codes, reconciles, verifies and files statistical or financial records or reports. **E**

Coordinates preparation of mandated cost claims. **E**

Assists in the preparation of Cost Reports. **E**

Assists student body and attendance records as well as other assigned audit responsibilities. **E**

Prepares state required student attendance reports. **E**

Assists in training Accounting Department staff. **E**

Assists in input and analysis of salary and fringe benefit areas. **E**

Audits bell schedules. **E**

Performs other Accounting Department staff functions when necessary. **E**

Performs other specialized accounting activities and procedures as requested. **E**

Prepare invoices for vendors. **E**

Works cooperatively with all staff in the implementation of responsibilities and duties. **E**

Reconciles various G/L accounts including A/P, A/R, and Interfund. **E**

Performs related duties as required.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

ENTRANCE QUALIFICATIONS:

Any combination equivalent to: Graduation from high school plus three (3) years of additional courses in accounting, typing, office procedures, computer operations and software programming. A college degree is recommended. A minimum of four (4) years of responsible school district accounting and financial and/or statistical record keeping with a high level of independent responsibility for work assigned is required. Ability to pass the District Proficiency Examination at the level appropriate to the job classification.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Strong mathematical/accounting aptitude and ability. School district accounting, accounting principles, practices, procedures and terminology. Auditing, reconciling and analyzing data. Posting and verifying records. Cross-checking and reconciliation of data. Technical math calculations. Record keeping systems. Correct usage of English, composition, grammar, spelling and vocabulary for both oral and written communications. Proper filing procedures. Operation of office equipment including calculator and computer/terminal spreadsheet and word processing computer applications ~~such as Lotus 1-2-3 and WordPerfect 5.1~~. General office practices and procedures.

ABILITY TO:

Perform new procedures and operate equipment. Make rapid, accurate technical math calculations. Analyze data, verify written and statistical records. Work independently and take responsibility for activities assigned. Organize, prepare and input computer data. Produce computer-generated reports. Maintain cooperative relationships with those contacted during the performance of required duties. Follow written and oral direction, including technical instructions. Follow schedules and meet deadlines regardless of daily pressures and interruptions. Complete assigned tasks with minimal supervision. Communicate clearly and effectively through oral or written communications.

Use good judgment in relating own responsibilities to overall department operations. Display courteous and appropriate Business Office behavior. Type/keyboard 50 wpm from clear copy.

WORKING CONDITIONS:**ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inside environmental conditions; constant interruptions.

PHYSICAL ABILITIES:

The physical demands described here 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 functions.

Vision (which may be corrected) to read small print; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; lower body mobility may not be required; work which is primarily sedentary; work at a ~~video display~~ computer terminal for prolonged periods.

LICENSE:

Possess and maintain a valid California Motor Vehicle Operator's license and **working vehicle**.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional related duties are performed by the individuals currently holding this position and additional duties may be assigned.

06/96

11/97

11/99

03/06

01/21 pending board approval