

## CLASS SPECIFICATION

## ACCOUNTING TECHNICIAN CLERK

### DEFINITION

~~Under the general direction of a district administrator, performs a variety of complex accounting and business-related duties responsible clerical work in connection with keeping and checking payroll and financial records; to monitor and develop record keeping procedures relating to specialized areas; and to do performs related work as required.~~

### REPRESENTATIVE DUTIES

~~The Account Clerk will:~~ The Accounting Technician may perform any or all of the following duties:

- ~~• Maintain financial and/or payroll records~~
- ~~• Receive financial and payroll documents and screen for accuracy and adherence to legal procedural requirements~~
- ~~• Carry out procedural steps to insure or authorize payments~~
- ~~• Enter and retrieve data on a personal computer (PC)~~
- ~~• Post data to records and checks and balance totals~~
- ~~• Prepare warrants~~
- ~~• Make computations and change financial data by applying standard formulas and using predetermined guides~~
- ~~• Contact vendors for pricing information and availability of stock~~
- ~~• Operate and maintain filing system for purchase orders, catalogs, brochures, and quotes~~
- ~~• Enter purchase order data by PC to inventory system~~
- ~~• Prepare financial and payroll reports to be submitted to the County or State~~
- Perform skilled accounting tasks requiring significant initiative and independent judgment in the development of necessary procedures and problem resolution resulting in accurate, complete, and timely work products within rigid time schedules
- Perform data input for financial and statistical recordkeeping for accounting, payroll, and health benefits
- Receive, prepare, and verify financial and/or statistical documents related to assigned accounting, payroll, health/retirement benefits, asset management/property development assuring the accuracy, completeness, and adherence to contractual, legal, and procedural requirements
- Receive, audit, and verify student average daily attendance, verifying for completeness and accuracy, maintaining records, and submitting reports to OCDE for state compliance
- Follow standard operating procedures pertaining to vendor database and the purchase order process, verifying for completeness and accuracy
- Review, reconcile, and process data, forms, and reports
- Compile, prepare, and maintain remuneration information for a variety of local, state, and federal reports and documents
- Adjust accounts in accordance with approved accounting policies and procedures
- Receive cash, write receipts, and prepare bank deposits
- Respond to questions from employees, retirees, vendors, and governmental agencies
- Operate a variety of modern office equipment and machines, including computers
- Exercise appropriate judgement and discretion, requesting assistance when needed
- Follow Board Policies, Administrative Regulations, and standard operating procedures and explain to stakeholders as needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District

## **ORGANIZATIONAL RESPONSIBILITIES**

Positions in this class operate under the direction of the ~~Chief Business Officer~~ Assistant Superintendent, Business Services. These positions provide assistance to staff and are characterized by the relatively small amount of supervision received since duties must often be performed while the administrator is absent from the office. Frequent contact with staff is characteristic of positions in this class.

## **QUALIFICATIONS**

To perform this job successfully, an individual must possess ~~the following~~:

### **Knowledge of:**

- Methods and practices of payroll, accounts payable, purchasing, functions and financial record keeping
- Modern office ~~methods~~ practices and procedures, including phone etiquette, filing, and the preparation of business correspondence
- Journal and ledger accounts systems
- ~~Spreadsheets and word processing applications~~ Microsoft Office Suite
- Correct English usage, spelling, grammar, and punctuation
- Mathematical calculation

### **Ability to:**

- ~~Perform responsible clerical work with limited supervision~~
- ~~Make arithmetical calculations with speed and accuracy~~
- ~~Prepare accurate financial summaries and reports~~
- ~~Prepare payrolls and payroll reports~~
- ~~Operate a PC and standard office machines~~
- ~~Operate a typewriter~~
- ~~Work cooperatively with others~~
- Communicate clearly and effectively, orally and in writing
- Understand and carry out oral and written directions
- Establish and maintain effective and cooperative relationships
- Actively collaborate with all departments and school sites
- Maintain confidentiality
- Plan, prioritize, and coordinate multiple tasks and meet timelines
- Work independently
- Type with accuracy
- Make accurate mathematical calculations
- Safely operate a variety of office equipment
- Maintain regular attendance and punctuality
- Follow Board Policies, Administrative Regulations, and standard operating procedures

### **Education and Experience:**

- Graduation from high school or equivalent, including or supplemented by courses in ~~typing, bookkeeping, or accounting, or computer skills~~
- One year of experience in the preparation of payroll records or maintenance of financial or statistical records

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

While performing duties of this position, employees may be in direct contact with the public and employees. Negative interactions resulting from these contacts can result in stressful situations. There may frequently be high work volume and work without direct and/or constant supervision.

The physical demands of this position include the ability to sit for extended periods of time. This position requires walking and standing as well as bending and reaching at, below, and above shoulder level. This position requires lifting, pushing, or pulling objects normally not to exceed 30 pounds, and may involve heavier objects up to 50 pounds with assistance. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone and personal contact. Specific vision abilities including close vision, depth perception, and the ability to focus are required.

~~This position classification performs light work that involves some lifting and sitting a major portion of the time, with some walking and standing for periods of time. Individuals are required to lift, push and/or pull objects normally not to exceed thirty (30) pounds, but may involve heavier objects up to fifty (50) pounds with assistance. This position requires accurate perceiving of sound; near and far vision; depth perception; mobility to reach and bend; dexterity in working with business machines, materials, and objects; and the providing of oral information and direction.~~

~~The noise level in the work environment is usually quiet. The position may demand meeting deadlines with time constraints.~~

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