

PLUMAS LAKE SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Accounting Technician I
DEPARTMENT: Business Services
FLSA: Non-Exempt
REVISED:

REPORTS TO: Director of Business Services
CLASSIFICATION: Classified
SALARY GRADE: 011
BOARD APPROVED:

BASIC FUNCTION:

Under general supervision of the Director of Business Services, perform skilled and responsible accounting work involved in the maintenance of the District's financial accounting records and to do related work as required.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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.)

Organizes, prepares, and maintains payroll record information for certificated and classified employees; Audits, inputs and maintains W-4 information, health benefits, voluntary deductions and other payroll records; Balances and reconciles payroll reports and voluntary and involuntary deductions including retirement, insurance, cafeteria 125 and savings accounts; Reconciles and prepares quarterly federal and state tax reports; Maintains earning history during the year and balances with quarterly and year-end reports; Processes voluntary deductions; Audits employee time sheets to ensure accuracy of data; Mails out vendor deductions checks; distributes payroll checks; Contacts employees, supervisors, administrators or others to resolve payroll discrepancies or problems and to explain various payroll-related issues: researches, calculates, and maintains records of overpayments and explains adjustments to employees. Explains payroll related contract issues and related changes

Processes and monitors purchase orders, uses computerized financial system to check balances by program, post encumbrances or notifies supervisor of deficit accounts; Prepares monthly purchase order report for Board packet;

Audits cafeteria and student body account records for accuracy; maintains revolving checking account; Works with appropriate district personnel to resolve any discrepancies;

Logs all cash receipts; prepares deposits; Inputs cash receipts in financial system;

Prepares and process accounts payable information; reconciles and audits for payment all district expenditures; Verifies and reconciles invoices by verifying against purchase orders; contacts vendors as necessary to clarify discrepancies in quantities or prices; responds to requests from managers for status of orders and program balances; tracks monthly and annual contracts and utility billings; distributes monthly financial activity reports to departments; Prepares state and federal reports such as state sales tax, fuel tax reports, year-end 1099's; Maintains records of warrant documents and payment histories; Prepares weekly warrant report for Board packet;

Audits accounts payable batches, and payroll transactions for correctness;

Inputs journal entries and budget adjustments;

Prepares account receivable billings; monitors outstanding receivables and takes authorized steps in collections;

Creates and maintains complex spreadsheets;

Receives complaints and takes authorized steps to research and provide explanations or assistance in solving problems; Answers phones and takes messages; files; prepares and types a wide variety of letters, memos; and reports; Performs other related duties as assigned;

Operates a variety of office machines; performs detailed analysis, works with complex issues and maintains confidential information; handles multiple tasks at one time with constant interruptions and deadlines

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Requires completion of two years of college level curriculum with emphasis in bookkeeping and two years of experience in financial and/or statistical record keeping. Additional experience may be substituted for higher education. School bookkeeping experience preferred.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Requires working knowledge of the practices, terminology and principles of bookkeeping, accounting practices, clerical and office procedures and methods, business mathematics and record keeping applicable to school finance. Requires working command of spreadsheet programs and in-depth procedural knowledge of the fiscal system. Requires working knowledge of the use and application of personal computers and electronic data processing for accounting systems.

ABILITY TO:

Must be able to analyze, interpret and apply accounting principles and procedures in the maintenance of district financial records. Must be able to prepare financial reports, summaries and perform work independently with minimum supervision.

Requires demonstrated ability and dexterity to enter data onto standardized formats using computerized database programs by using keyboards, basic keyboarding or 10-key skills and calculator.

Must be able to perform arithmetic operations quickly and accurately.

Must be able to document accounting transactions onto subsidiary ledgers and transfer sums to general ledger. Requires the ability to organize and prioritize work in order to meet schedules and timelines.

Requires the ability to communicate with staff and the public using courtesy and in a manner that reflects positively on the department and the District.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Exercise diplomacy, tact and independent judgment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office setting.

PHYSICAL REQUIREMENTS:

Ability to exchange information and perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.