

**TITLE:** Accounting Technician

**DEPARTMENT:** Finance

**REPORTS TO:** District Accountant

**POSITION SUMMARY:** The job of Accounting Technician is done for the purpose/s of performing a wide variety of financial activities including processing, recording, updating and reconciling fiscal information including maintaining fixed asset database; providing instructions and/or accounting support to other personnel; and ensuring compliance with district financial policies and procedures.

**ESSENTIAL FUNCTIONS:**

- Coordinates a variety of activities and events (e.g. regular physical inventories of district and site assets, purchasing and database training, workshops, etc.) for the purpose of meeting departmental schedules, legal requirements and negotiated deadlines.
- Maintains records and files (computerized and manual) relating to asset inventory for the purpose of determining annual depreciation and ensuring the availability of information as required by district, state and federal requirements.
- Monitors assigned budget components, programs and/or subprograms (e.g. cash receipting, administrative revolving account, elementary school budgets, cellular phone control, etc.) for the purpose of ensuring the accuracy of reported information and the availability of funds while complying with district, state and federal guidelines.
- Prepares a wide variety of reports, documents and other written materials for the purpose of documenting activities, providing written reference and/or conveying information used for management decisions and/or training.
- Processes a variety of receivable and payable documents (e.g. building rental income; service billings; administrative revolving checks, purchase orders, etc.) for the purpose of documenting reimbursement and/or providing payment in compliance with district policy and mandated legal.
- Processes inventory control assignment of incoming equipment and supplies for the purpose of maintaining a computerized inventory of all fixed assets as required by district, state and federal regulations.
- Reconciles assigned accounts (e.g. elementary journal entries and ledger postings, cash accounts, cash receipting, reimbursements, grant and ASB accounts) for the purpose of validating district accounting records.
- Reconciles discrepancies in asset records (e.g. physical count versus reported items, purchase orders versus items received, physical location of items, etc.) for the purpose of maintaining a computerized inventory of all fixed assets as required by district, state and federal regulations.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring accuracy and compliance with established procedures and processes.
- Responds to inquiries of district personnel, board members, auditors, etc. for the purpose of providing information and/or direction for resolving questions/issues.
- Serves as backup to Accounting department staff for the purpose of ensuring adequate coverage for daily operations.
- Possesses knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participates in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**OTHER FUNCTIONS:**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

**QUALIFICATIONS:**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment

including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: current generation office software; accounting/bookkeeping principles; principles of fixed asset management.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; communicating with persons of varied backgrounds; establishing and maintaining effective working relationships; facilitating workshops/training, maintaining confidentiality; setting priorities; meeting

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

**Working Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Job related experience is required.

**REQUIRED TESTING:** Pre-employment Proficiency Test.

**CERTIFICATES AND LICENSES:** CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Public School Employees of Washington / SEIU Local 1948 (PSE)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date