

Goleta Union School District

Accounting/Personnel Technician

Basic Function

Under the supervision of the Assistant Superintendent, Administrative Services and the direction of the Assistant Superintendent, Fiscal Services, perform specialized accounting and payroll functions in maintaining financial and statistical records, utilizing computer-assisted processes; perform specialized functions in the administration of the District's health benefits program, assist in the District's recruitment and employment process; assist in the maintenance of a comprehensive personnel record management, storage and retrieval system; relieve the administrators of routine administrative and clerical details.

Representative Duties

Perform specialized and technical functions in assembling, tabulating, calculating, verifying and filing accounting, payroll, attendance, accounts payable, accounts receivable, insurance, revolving cash fund, food services and other fiscally related information and data. E

Perform complex and technical fiscal and payroll record management operations related to one or more specialized accounting or payroll functions, such as accounts payable, insurance, attendance, tax shelters, revolving cash funds and various programs. E

Perform specialized personnel and fiscal functions necessary in the administration of the District's health benefit program. E

Establish, post and maintain journals, ledgers and a variety of other accounting and payroll records. E

Prepare and verify the accuracy and completeness of financial, payroll and insurance related files, records and reports; prepare periodic attendance reports. E

Prepare account, insurance and payroll record analyses and respond to requests for information for the assigned accounts. E

Prepare system input data and analyze, verify and reconcile output reports. E

Make arithmetic calculations and verify computations. E

Interpret and provide information regarding routine legal mandates, policies and operational guidelines to District personnel as assigned. E

Provide technical information to County, State and Federal agencies as assigned. E

Greet and assist office visitors. E

Attend a variety of meetings; prepare agendas for meetings as required; prepare and send out notices of meetings; collect and compile information for meetings; prepare and distribute minutes. E

Schedule meetings, conferences and appointments as assigned; maintain calendar of activities, meetings and events; schedule reservations for district rooms and fields; make travel arrangements as needed. E

Perform a variety of technical personnel duties. E

Process and orient new employees, explain benefit plans and payroll procedures and assist in the completion of required forms. E

Respond to telephone and visitor inquiries and provide technical information. E

Review and interpret legal mandates, policies, regulations and guidelines pertaining to the District's health benefits programs. E

Develop and assist in the maintenance of manual and automated record management, storage and retrieval systems. E

Perform related duties as assigned.

Accounting/Personnel Technician

Knowledge and Abilities

Knowledge of:

Accounting practices and procedures.

Methods, practices and procedures of school district accounting, payroll, and personnel record management.

Operation of manual, machine and computer-assisted accounting, payroll, and personnel record management systems.

Modern office practices, procedures and techniques.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of the State Education Code and other applicable laws.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

Accounting practices and procedures.

Methods, practices and procedures of school district accounting, payroll, and personnel record management.

Operation of manual, machine and computer-assisted accounting, payroll, and personnel record management systems.

Modern office practices, procedures and techniques.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of the State Education Code and other applicable laws.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Any combination equivalent to: graduation from high school supplemented by training or course work in accounting, bookkeeping, business administration, human resources or closely related field and three years of highly responsible experience in accounting, payroll, and /or human resources record management and reporting.

Licenses and Other Requirements

None

Working Conditions

Environment

Office environment.

Physical Demands

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Hazards

None

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July 1, 2003