

Goleta Union School District

Accounting Technician

Basic Function

Under the direction of the Assistant Superintendent, Fiscal Services, perform specialized accounting and payroll functions in maintaining financial and statistical records, utilizing computer-assisted processes; relieve the administrator of routine administrative and clerical duties.

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

Assist in revision, formulation and implementation of accounting and payroll record management systems and procedures; post, balance and verify accounting and payroll records. 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; respond to requests for information for assigned accounts. E

Operate a microcomputer and other business office machines and equipment; work with a computer-based accounting, budget control and payroll system. E

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

Make arithmetic calculations and verify computations. E

Perform specialized accounting, budget control or payroll record management functions. E

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

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

Provide accounting services to Food Services Department.

Greet and assist office visitors.

Serve as secretary to a District-level administrator of a specialized program or function; plan, organize and coordinate activities to relieve the administrator of routine administrative details. E

Receive, open and screen incoming mail. 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 related duties as assigned.

Knowledge and Abilities

Accounting Technician

Accounting practices and procedures.

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

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

Modern office practices, procedures and techniques.

Telephone techniques and etiquette.

Ability to:

Perform complex and technical accounting and payroll clerical functions.

Prepare, review and analyze accounting, budget control and payroll files, records, summaries and reports.

Perform double entry bookkeeping and elementary accounting.

Make complex arithmetic calculations and verify results.

Plan, organize and coordinate office activities and communications to relieve the administrator of routine administrative and clerical details.

Effectively and efficiently operate standard office machines and data processing equipment.

Type at an acceptable rate of speed.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

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

July 1, 2003