

Job Description: Accounting Technician

Basic Function: Under the direction of an assigned supervisor, perform a variety of complex technical accounting functions and duties to review, analyze, verify and process a variety of financial information; prepare, and ensure accuracy of financial records and reports; maintain accounting records, reports and systems or computer base accounting systems; perform other related functions as required.

Representative Duties:

Essential Functions:

- Perform general accounting procedures in preparing of financial documents, records, and reports.
- Process accounts payable according to established county office guidelines.
 - Process payments, invoices, and receipts of goods.
 - Prepares and cancel warrants; enters adjustments as needed.
 - Organize and maintain warrant registers and back up documentation.
 - Maintain contact with vendors to clarify invoices, review invoices, and match with purchase orders, checks, and packing slips.
 - Ensure accuracy and timeliness of payments.
 - Ensure adequate funding for payments.
- Assemble, sort, tabulate, check and post a variety of financial data.
- Review data for accuracy and completeness.
- Communicate with district and county office personnel to resolve issues or concerns.
- Input a variety of financial data, maintain records, files, initiate inquiries, manipulate data and generate records and reports as assigned.
- Assist in 1099 and W-9 Processing
- Assist in tracking and maintaining construction projects and contractors.
- Completes insurance filing of claims for property damage and loss.
- Serve as the liaison between Fowler USD and administrators, personnel, and outside agencies or the public concerning assigned area.
- Explains laws, regulations, and procedures and answers inquiries from departments using independent judgement.
- Perform a variety of technical accounting duties in the review, analysis and adjustment of accounts
- Process accounts receivable as assigned.
 - Reconcile cash, receive and verify incoming monies, prepare and process deposits, ensure accuracy of receipts and deposits, prepare and reconcile bank statements and other financial accounts.
- Assist in preparing annual/quarterly/monthly financial reports for local, state, and federal agencies.
- Process requisitions, generate purchase orders, and order supplies.

Additional Duties and Responsibilities:

- Assist front desk/office support as needed.
- Participate in annual audits.
- Research, compile, prepare and verify a variety of accounting data regarding accounts.
- Compile information for external requests and filings as necessary.
- Other tasks as may be deemed appropriate and necessary by the immediate supervisor and/or the Superintendent.

Other Duties:

- Perform related duties as assigned.

Knowledge and Abilities:

Required Knowledge, Skills and Abilities

- General governmental accounting principles and procedures.
- General accounting, budget, and business functions of a school district.
- Interpret and apply applicable laws, codes, regulations and policies of school finance.
- Preparation of comprehensive accounting reports and analysis.
- Operation of a variety of standard office equipment and software such as Excel, Word, and financial operating systems.
- Ability to perform mathematical computations rapidly and accurately, set priorities and meet deadlines.
- Perform a wide variety of difficult professional accounting work without continuous supervision.
- Data control procedures and data entry operations.
- Maintain confidential information in accordance with legal standards and/or district policies.
- Collaborate and communicate effectively both orally and in writing; establish and maintain collaborative working relationships with all stakeholders.

Education/Licenses/Experience:

- High School Diploma, General Education Degree (GED), or State High School Proficiency certificate.
- An Associate’s Degree in accounting or related field is preferred.
- Two years’ experience in accounting, financial record-keeping or related field. Associate’s Degree in Accounting or related field may be substituted for the two years.
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Working Conditions:

The usual and customary methods of performing the job’s functions requires the following physical demands: hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; and occasional lifting of boxes and equipment and bending or reaching for files and equipment. Weight of materials will vary, but generally twenty-five pounds or less. Generally, the job may require sitting, walking and standing for extended periods. The job is performed under minimal temperature variations, a generally hazard free environment and in a clean atmosphere.

Classification: 111 **Number of Days:** 261

Board Approval: 06/17/2020 **Revised:** 06/2020 **FLSA Classification:** Non-Exempt

Unrepresented Classified Position

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The district does not discriminate based on disabilities.