

FALLBROOK UNION HIGH SCHOOL DISTRICT
Accounting Technician
Position Description

BASIC FUNCTIONS:

Under direction of the Director of Finance, perform a wide variety of accounting and procurement functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Procurement Function (Purchasing and Accounts Payable):

- Process purchase orders, invoices, check requests and warrants
- Maintains filing system for purchase orders, invoices, warrants and checks
- Maintain vendor files, correspondence and contacts
- Assist in the preparation of bids, solicitations and request for proposals
- Follows up on goods received and discrepancies on items received
- Maintain contract files
- Assist in preparation and distribution of vendor warrants
- Prepares monthly purchase order, warrants and checks register reports for Board of Trustees

Receipting Function:

- Receive and account for moneys collected and make bank deposits
- Prepare distributions of developer fees to other school districts
- Monitor cash balances

Accounting Function:

- Use the County financial systems for transaction processing and reporting
- Perform bank reconciliations
- Gathers, assembles, tabulates, posts, checks and files financial and statistical data
- Maintains financial records and processes documents involved in financial transactions
- Explain school financial and accounting procedures and policies and provide financial information as requested
- Maintain inventory records for all District equipment in compliance with GASB 34
- Maintains files on all construction projects including contracts, invoices, change orders, and any communication from the State or County
- Assist in preparing claims for the State of California
- Assist with year-end closing transactions
- Assist with annual worksheet preparation

Budget Function:

- Assist in developing, maintaining and monitoring of site/department budgets
- Assist with input and changes in the budgets of the District

Other:

- Assist the Chief Business Officer and Director of Finance with business activities
- Assist with payroll processing as needed
- Provide office support such as answering telephones, greeting visitors, typing correspondence, and routing mail

- May contact parents, vendors and business representatives
- Other business office related tasks as assigned

QUALIFICATIONS:

Knowledge and Abilities in the Following Areas:

- Accounting/auditing procedures, financial record keeping principles and asset management practices
- Proficient use of computer applications for spread sheets, word processing and operation of accounting/business related programs
- Perform difficult mathematical computations and analysis with accuracy and attention to detail
- Preparation of comprehensive accounting reports
- Independently plan and organize work
- Maintain effective working relationships and use interpersonal skills with tact, patience and courtesy
- Analyze situations accurately and take an effective course of action
- Communicate effectively both verbally and in writing
- Understand and follow oral and written directions
- Interpret, explain and enforce policies and regulations
- Meet schedules/timelines

Education & Experience:

A high school diploma required. Courses in accounting and business practices are desirable. Knowledge of general practices in accounting, budgeting, accounts payable, purchasing and asset management systems in a public school setting is preferred. Knowledge of State Account Code Structure and categorical budgets is desirable.

Three years of increasingly responsible experience in budgeting, accounting, or finance preferably in a public school district. Experience in related areas will be considered. The previous use of a computerized financial system and standard office equipment is required.

Working Conditions and Physical Requirements:

Work in an office environment. Work outside the office tracking down inventory and logging same. This position requires speaking, hearing and seeing, the ability to sit and operate a keyboard to enter data into a computer terminal for extended periods of time, bending and lifting up to 25 pounds. Requires mobility of arms to reach, and dexterity of hands to grasp and manipulate small objects.

Supervisor: Director of Finance
Work Year: 8 hours per day, 12 months per year
Salary: Range 22 on the Classified Salary Schedule plus fringe benefits package.
Overtime Status: Non-Exempt

Board Approved: 4-11-2011