

**JOB DESCRIPTION**  
**San Leandro Unified School District**

**Accounting Technician**

**Purpose Statement**

The job of Accounting Technician is done for the purpose/s of providing support to department activities with specific responsibility for the accurate processing of payment for approved invoices and contract payments; recording, updating and reconciling financial information; and providing instructions and/or accounting support to other personnel in accordance with established practices.

This job reports to Director of Business Services

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**Essential Functions**

- Assembles, tabulates, compares, reconciles and verifies mathematical accuracy of financial or statistical data for the purpose of gathering information for state/federal audits and reimbursement claims, documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Compiles a variety of financial information related to work assignments (e.g. quarterly taxes and reports, procedures, statistical reports, child support payments, etc.) for the purpose of providing required documentation and/or processing information following procedures recommended by the California School Accounting Manual.
- Initiates accounting journal entries (e.g. record and reclass expenses, deposits, inter-fund transfers, budget accounting entries and transfers, accruals, etc.) for the purpose of adhering to established procedures in preparation for Director approval.
- Maintains a variety of financial information, files and records (e.g. purchase orders and entries, invoices, shipment verification, expense reports, accounting journal entries, audit inquiries, cash receipts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Posts cash receipts and disbursements and year-end accrual transactions for the purpose of ensuring compliance with established accounting practices.
- Processes a variety of financial information (e.g. program reports, year end reconciliation, accounts payable, research projects, checks and cash for deposits to various accounts, transmittals of child support payments and quarterly taxes, etc.) for the purpose of monitoring account balances, updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Reconciles all district bank accounts, oversees the ASB bank accounts, and implements a variety of internal control and reporting procedures for the purpose of maintaining accurate budget and account balances, and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries from a variety of sources (e.g. office managers, administrators, vendors, auditors, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; providing information and/or referral for addressing inquiry.

- Assists with the development of budgets (e.g. position control reconciliation, year-end closing analysis, calculations regarding salaries and benefits, etc.) for the purpose of meeting budget development timelines.
- Schedules, indexes and files invoices, financial and subsidiary records and reports for the purpose of complying with established accounting procedures.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple 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 pertinent codes, rules and regulations; operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; and performing accounting procedures

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; and computer skills; business telephone etiquette; office application software; recordkeeping and record retention practices.

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 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 wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data; working as part of a team.

#### **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 is often required to perform the job's functions. There is a continual opportunity to have some impact on 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 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** High school diploma or equivalent.

Equivalency Three years of increasingly responsible experience in a capacity involving general accounting through financial statements preparation. AA degree with emphasis on business Qualifying experience may be substituted on a year for year basis for the desirable college courses.

Required Testing Must pass district's qualifying exam Certificates  
Pre Employment Training Required

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background  
Clearance

TB Screen

FLSA Status

Board Approval Date

Salary Range

Non Exempt

November 10, 2015

46