

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: November 14, 2007
Salary Schedule: 20, Row: 28

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: ACCOUNTING TECHNICIAN

JOB PURPOSE STATEMENT: Under general supervision, performs complex accounting and clerical work of above average difficulty involving the preparation, processing, classification, auditing, reconciliation and maintenance of financial and statistical records and ledgers, and performs other related work as required.

JOB FUNCTIONS:

- Analyzes complex fiscal data including contracts, general ledgers, financial transactions, reports, data, etc., for the purpose of determining accuracy of records within established parameters
- Assists auditors for the purpose of providing required information and coordinating necessary project activities
- Assists other personnel for the purpose of supporting them in the completion of their work activities
- Audits financial records for the purpose of ensuring operations are adhering to accounting standards and practices
- Compiles a variety of fiscal information including analytical reports on revenues, expenditures, categorical projects, district-wide attendance, Associated Student Body accounts, fixed assets, etc.
- Assists and informs personnel regarding a variety of procedures and program requirements including budget and expenditure requirements, attendance compliance, categorical compliance, contract compliance, etc. for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines
- Maintains a variety of fiscal information, files and records for the purpose of providing an up-to-date reference and audit trail for compliance

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JOB FUNCTIONS – continued

- Monitors account balances and related fiscal/financial activity including billing, statistical recordkeeping, etc. for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and /or fiscal practices are followed
- Prepares a variety of written materials including reports, transmittals, letters, etc. for the purpose of documenting activities, providing written reference, conveying information and/or complying with financial, legal and administrative requirements
- Processes a variety of fiscal information for the purpose of updating information and/or recommending final action in compliance with accounting requirements
- Upgrades skills required to perform multiple technical tasks due to changing job conditions
- Establishes and maintains effective working relationships with staff
- Performs other related duties as assigned or needed

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Accounts payable, accounts receivable and general financial practices and procedures as it relates to and impacts the job functions of the Accounting Technician and the district
- As required to perform algebra; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and understand complex multiple step instructions
- Specific knowledge required to satisfactorily perform the functions of the job include considerable knowledge of the purposes, methods, and practices of technical financial record keeping work; good knowledge of account classification and accounting entries (SACS knowledge highly desired); practical knowledge of personal computer applications (MS Excel highly desired)

Ability to:

- Independently perform varied and responsible technical/accounting assignments, analyze data and draw logical conclusions
- Flexibility is required to work with others under a variety of circumstances with the ability to establish and maintain cooperative relations with those contacted in the course of work

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Ability to – continued

- Communicate effectively, both orally and in writing

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (10 pounds), carry (10 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- High school diploma or equivalent; completion of at least one year (24 semester/36 quarter hours of course work) of approved college level accounting or business related subjects is desirable

Experience:

- Job related experience within specialized field is required. Three years of responsible experience in financial, statistical or fiscal record keeping work highly desired.

Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance

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Licenses, Certifications, Bonding, and/or Testing - continued

- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.