



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

ACCOUNTING TECHNICIAN II

DEPARTMENT/SITE: Fiscal Services

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 23

WORK CALENDAR: 261 Days

REPORTS TO: Business Manager or Designee

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Business Manager or Designee, the Accounting Technician II has responsibility for processing, recording, updating, and reconciling of fiscal information; maintaining records; and generating periodic reports in accordance with established financial practices. The incumbents in this classification provide the school community with fiscal services recordkeeping and reporting which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform a variety of fiscal services activities in support of department functions, such as accurate processing, recording, updating, and reconciling information, and maintaining records, as the second-level class in the Accounting family series. This class differs from the Accounting Technician I, which is the entry-level class in the accounting series, differentiated by its responsibility for processing and recording fiscal information.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Assists auditors to provide requested supporting documentation required for audit.
- Collects financial information related to work assignments to provide required documentation and/or process information.
- Maintains financial information, files and records, and inventory controls to ensure the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in unit meetings, in-service training, and workshops.
- Prepares written materials and electronic financial information for the purpose of documenting activities, providing references, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes financial information (e.g., billing, deposits, invoices, petty cash) to update and distribute information, authorize for action, and/or comply with established accounting practices.
- Reconciles financial data to maintain accurate account balances and ensure compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g., purchase orders, invoices) to ensure the accuracy and adhere to established procedures prior to processing.

- Responds to inquiries of staff and administration regarding financial procedures to provide information, direction and/or referral for addressing inquiry.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory district trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Basic math, including calculations using fractions, percentages, and/or ratios
- Accounting/bookkeeping principles
- English usage, grammar, punctuation, and spelling
- Pertinent software applications such as Word and Excel
- Customer service principles and practices

Skills and Abilities to:

- Apply district, state, and federal policies and regulations
- Read and understand complex, multi-step written and oral instructions,
- Perform standard bookkeeping/accounting procedures
- Prepare and maintain written reports and accurate records
- Show attention to detail
- Work with a wide diversity of individuals in a variety of circumstances
- Problem solve by identifying issues and create action plans
- Maintain confidentiality
- Meet deadlines and schedules, set priorities
- Handle frequent interruptions
- Provide quality customer service
- Gather, analyze, and/or collate data
- Present information orally to others

RESPONSIBILITY:

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and tracking budget expenditures. 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.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

One and a half (1.5) years of financial record keeping and eighteen months of general clerical work.

Equivalency - Six (6) units in Accounting or related fields at an accredited college or university can be substituted for six months of experience or completion of a certification in business from an Adult school.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense if required for this job class
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through the District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is performed in an indoor office environment and involves sitting or standing for extended periods of time
- Some lifting, carrying, pushing, and/or pulling of light objects such as boxes, files, supplies, etc.
- Manual dexterity to operate a computer keyboard and handles objects such as files and office equipment
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen