



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 III

DEPARTMENT/SITE: Fiscal Services

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 28

WORK CALENDAR: 261 Days

REPORTS TO: Business Manager and/or Chief
Financial Officer

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Business Manager and/or Chief Financial Officer, the job of Accounting Technician III performs activities related to the accurate processing of payments for approved invoices and contract payments; records, updates and reconciles related financial information; and provides instructions and/or accounting support to other personnel in accordance with established practices. The incumbents in this classification provide the school community with accounting services, 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 of payments for approved invoices and contracts, as the third-level class in the Accounting family series. This class differs from the lower-level Accounting Technician II class which is responsible for the processing, recording, updating and reconciling of fiscal information, as well as records; maintenance. It is below the Accounting Technician IV class, which has responsibility for a variety of fiscal services including for student body and other school site activities, as well as departmental activities; conveying and updating 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 by providing requested supporting documentation.
- Audits and reconciles invoices to ensure that allocations are accurate and comply with established financial practices.
- Compiles financial information related to work assignments to provide required documentation and/or processing information.
- Informs other staff and/or outside parties regarding procedural requirements.
- Maintains financial information, files and records (e.g., purchase orders, invoices, accounts payable warrants, shipment verification, expense reports) to ensure the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors a variety of actions such as account coding, Purchase Order balances and related financial activity to ensure that allocations are accurate and comply with established financial practices.
- Participates in unit meetings, in-service training, and workshops.

- Performs general and program specific clerical functions (e.g., data entry, copying, faxing, scanning) to support departmental activities.
- Prepares written materials and electronic financial information (e.g., warrant reports, payment orders, procedures, transmittals, tax listing for each vendor) to document activities, provide reference, convey information, and comply with established financial, legal and/or administrative requirements.
- Processes financial information and documents (e.g., warrants, petty cash, employee reimbursements,) 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 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.
- 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:

- Accounting/bookkeeping principles and practices
- Basic math, including calculations using fractions, percentages, and/or ratios
- English usage, grammar, punctuation, and spelling
- Pertinent software applications, including spreadsheet use
- Customer service principles and practices
- Codes/laws/rules/regulations/policies related to accounting

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 and in writing to others

RESPONSIBILITY:

Responsibilities include: working under limited supervision following standardized practices and/or methods; 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:

Two (2) years of general ledger bookkeeping or comparable experience.

Equivalency - Six (6) college units in business administration, accounting, bookkeeping and related fields which require computer application from an accredited college or university can be substituted for one year 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 offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through 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