



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 I

DEPARTMENT/SITE: Fiscal Services

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 19

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 I process, records, updates and reconciles fiscal information; and generates periodic reports in accordance with established financial practices. The incumbents in this classification provide the school community with fiscal services, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

The Accounting Technician I is the entry-level class in the accounting series, differentiated by its responsibility for processing and recording fiscal information, including payroll. This class differs from the next higher-level Accounting Technician II class that is responsible for processing, recording, updating and reconciling of fiscal information; maintaining records and appropriate records; and generating periodic reports.

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 processing information.
- Maintains financial information, files and records to ensure the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in unit meetings, in-service training, and workshops.
- Processes financial information (e.g., billing, invoices, journal transfers, assists with payroll) 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 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:

- Accounting/bookkeeping principles and practices
- Basic math, including calculations using fractions, percentages, and/or ratios
- English usage, grammar, punctuation, and spelling
- Pertinent software such as Word and Excel
- Customer services 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 accurate records
- Present information to others in writing and verbally
- Show attention to detail
- Work with a wide diversity of individuals in a variety of circumstances
- Problem solve, including identify issues and creating action plans
- Maintain confidentiality
- Meet deadlines and schedules and set priorities
- Handle frequent interruptions
- Provide quality customer service

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized routines; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units may be 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 (1) year of financial record keeping and general clerical work.

Equivalency - Six (6) units in Accounting or related field 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 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, with a significant amount of time sitting, and some walking and standing
- Lifting, carrying, pushing, and/or pulling moderately light objects such files and boxes of supplies, etc.
- Manual dexterity to operate a keyboard, handle paperwork, and use other office equipment
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen