



**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 IV**

**DEPARTMENT/SITE:** Fiscal Services

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 32

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Assigned Supervisor or Business Manager

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the assigned supervisor or Business Manager, the Accounting Technician IV provides District departments and school sites with an array of fiscal services for student body, departmental activities and school site activities; conveys and updates fiscal information; and ensures that fiscal practices are followed and disbursement of funds are within proper and legal guidelines. The incumbents in this classification provide the school community with various fiscal services, which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class have specialized accounting responsibility for a department or school, such as handling ASB funds at a high school. This class differs from the Accounting Technician III, which performs a variety of fiscal services activities or departmental financial 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. It also differs from the higher-level Payroll Technician class, which has significant responsibility in the payroll process, ensuring its accurate and timely processing.

**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.
- Collects funds from student events (e.g., ticket sales, yearbook purchases, fines, athletics) to ensure the accuracy and timely completion of transactions.
- Compiles financial information related to work assignments to provide required documentation and/or processing information (e.g. process time sheets, work orders, Department of Industrial Relations (DIR), journal entries)
- Informs other staff and/or outside parties regarding procedural requirements for consistency in processing transactions.
- Maintains a variety of manual and electronic documents, files and records (e.g., journal entries, budget transfers) to ensure completeness and availability of records and compliance with district policy and established regulatory guidelines.
- Monitors financial procedures with individuals responsible for school site/district department financial operations (e.g., student activities, fund raisers, Bookstore, Athletic events, student clubs, field trips, work orders) to provide services within established guidelines.
- Participates in unit meetings, in-service training, and workshops.
- Performs general and program specific clerical functions (e.g., distributing purchase orders, scheduling,

copying, faxing) to support departmental activities.

- Prepares written materials and electronic financial information to document activities, provide reference, convey information, and comply with established financial, legal and/or administrative requirements.
- Processes financial information (e.g., Associated Student Body (ASB) and District bank deposits, check requisitions, budget and expense transfers) to update and distribute information, reconcile accounts, and comply with established accounting practices.
- Registers public works projects with the Department of Industrial Relations; monitors to ensure regulations are followed and projects proceed as planned; track projects for timely payments, ensuring all items are in order before final payment.
- Requests quotations from vendors, warehouse, and/or other departments to provide cost information, and purchasing and securing items.
- Researches discrepancies of financial information and/or documentation (e.g., purchase orders, invoices, District and ASB accounts) to for the purpose of ensure accuracy and adhere to established procedures prior to processing and/or graduation; provides related training as requested.
- 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
- Relevant computer software and spreadsheet applications
- Customer service principles and practices
- Codes/laws/rules/regulations/policies related to accounting

#### **Skills and Abilities to:**

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

### **RESPONSIBILITY:**

Responsibilities include working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring 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 and a half (2.5) years of increasingly responsible duties in accounting, bookkeeping, or other areas as appropriate.

Equivalency – Twelve (12) units in college level study in business administration, accounting, bookkeeping or related fields, which require computer applications from an accredited college or university, can be substituted for one year of experience.

**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)*

- This job is performed in an indoor office environment
- Significant amount of time sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling 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