

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Accounting Technician II
DEPARTMENT: Business Department
FLSA: Non-Exempt
REVISED:

REPORTS TO: Director of Business Services
CLASSIFICATION: Classified
SALARY GRADE: 013
BOARD APPROVED:

BASIC FUNCTION:

Under general supervision of the Director of Business Services, performs highly skilled and responsible accounting work involved in the maintenance of the District's financial and accounting activities requiring independent judgment and analysis; recommends and assists in the formulation and implementation of procedures related to fiscal activities; and performs other related work as required.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Organizes, prepares, and maintains payroll record information for certificated and classified employees; *Reviews and verifies coding and input data for regular and supplemental payrolls and audit payroll information for accuracy;* Audits, inputs and maintains W-4 information, health benefits, voluntary deductions and other payroll records; Balances and reconciles payroll reports and voluntary and involuntary deductions including retirement, insurance, cafeteria 125 and savings accounts; Reconciles and prepares quarterly federal and state tax reports; Maintains earning history during the year and balances with quarterly and year-end reports; Processes voluntary deductions; Audits employee time sheets to ensure accuracy of data; Mails out vendor deductions checks; distributes payroll checks; Contacts employees, supervisors, administrators or others to resolve payroll discrepancies or problems and to explain various payroll-related issues; researches, calculates, and maintains records of overpayments and explain adjustments to employees. Explains payroll related contract issues and related changes

Processes and monitors purchase orders, uses computerized financial system to check balances by program, post encumbrances or notifies supervisor of deficit accounts; *Determines account codes, reconciles and generates journal entries and budget transfers; Verifies expenditures comply with program requirements;*

Audits cafeteria and student body account records for accuracy; maintains revolving checking account; Works with appropriate district personnel to resolve any discrepancies;

Logs all cash receipts; prepares deposits; *Journals deposits and reviews GL accounts affected.* Inputs cash receipts in financial system; *Determines account codes and maintains monthly revenue and cash flow spreadsheets; Reconciles monthly cash reports; Determines records of revenues are accurate and appropriately documented;*

Prepares and process accounts payable information; reconciles and audits for payment all district expenditures; *Verifies account codes, expenditures, and assure compliance with program requirements;* Verifies and reconciles invoices by verifying against purchase orders; contacts vendors as necessary to

clarify discrepancies in quantities or prices; ***Determines records of expenditures are accurate and appropriately documented***; responds to requests from managers for status of orders and program balances; tracks monthly and annual contracts and utility billings; distributes monthly financial activity reports to departments; Prepares state and federal reports such as state sales tax, fuel tax reports, year-end 1099's; Maintain records of warrant documents and payment histories;

Audits accounts payable batches, payroll transactions, ***and cash receipts*** for correctness;

Prepares and/or inputs journal entries, budget adjustments ***and cash transfers***;

Prepares account receivable billings; monitors outstanding receivables and takes authorized steps in collections; ***Determines proper account codes for receivables***;

Monitors and reconciles monthly debt service reserve statements. Maintains spreadsheets with transaction history and prepares journals to post transactions in financial system;

Reports and remits interest on all federal funding to the California Department of Education on a quarterly basis. Maintains spreadsheet to track interest earnings for all Federal programs;

Creates and maintains complex spreadsheets;

Performs complex budgeting and accounting function requiring independent judgment and analysis;; Performs calculations and analysis for the federal and state categorical programs and/or district budgets; Verifies expenditures and assures compliance with state and federal program requirements;

Prepares and/or assists in the budget development, interim reporting periods and year-end closing process; Assists with the preparation of financial reports and work-papers in planning for the independent audit;

Provides support, assistance, and training in assigned areas;

Receives complaints and takes authorized steps to research and provide explanations or assistance in solving problems; Answers phones and takes messages; files; prepares and types a wide variety of letters, memos; and reports; Performs other related duties as assigned;

Operates a variety of office machines; performs detailed analysis, works with complex issues and maintains confidential information; handles multiple tasks at one time with constant interruptions and deadlines

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to two-years of college level curriculum and three years of full-time equivalent, paid, fiscal-clerical or budget control experience, including working with an automated financial system.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation may be required for designated positions (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

1. Knowledge of generally accepted accounting and auditing principles, practices and procedures;

2. Ability to learn and apply pertinent federal, state and local laws, codes and regulations including those pertaining to categorical program financial record keeping and control activities;
3. Knowledge of clerical and office procedures and methods, business mathematics and record keeping applicable to school finance including planning, analysis, payroll and research;
4. Knowledge and ability to use a wide variety of office equipment including but not limited to: personal computers, associated software programs (including Windows, word-processing, spreadsheets, graphics, presentation and data base applications for payroll, budget and accounting systems), e-mail, Internet, copiers, calculators, typewriters and telephones;
5. Skill and ability to effectively analyze, interpret, and prepare financial statements, reports, summaries and make decisions and/or recommendations;
6. Skill and ability to research information, problem solve and use independent decision making;
7. Skill and ability to develop methods to accomplish a variety of financial transactions;
8. Skill and ability to perform arithmetic operations quickly and accurately;
9. Skill and ability to organize and prioritize work in order to meet schedules and timelines;
10. Skill and ability to use tact, patience and courtesy in interpersonal relations and communicate effectively both orally and in writing;
11. Ability to establish and maintain effective work relations with those contacted in the performance of required duties;
12. Ability to work independently in the absence of supervision and be held accountable for results;
13. Skill and ability to plan, organize, coordinate and prioritize workload to effectively manage multiple tasks and meet established timelines.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.