

William S. Hart Union High School District**Position Description**

Position: Accounting Technician III	
Job Family: Fiscal Services/Business Administration	FLSA: Non-exempt
Approved by: Personnel Commission, September 22, 2010	Salary Range: 270

Summary

Under the direction of the Supervisor of Accounting, provides technical general ledger accounting services. Sets up, reviews, and reconciles account strings, accounting transactions and adjustments to general ledger in general and special funds, categorical programs, and enterprise accounts. Provides accurate and timely budget and financial information that can be used for current and future financial and program decisions.

Distinguishing Career Features

The Accounting Technician III is the senior-most in a multi-level career ladder for clerical and technical accounting. The Accounting Technician I requires the ability to process accounts payable, cash and receivable transactions, including those governed by contracts and open purchase orders. The Accounting Technician II requires demonstrated competency in analyzing and processing a full range of transactions for several closely related accounting areas, such as accounts payable, accounts receivable, and cash, including administration of contracts. The Accounting Technician III will demonstrate knowledge of generally accepted accounting practices and will have competency in making journal entries to general ledger, performing account analysis, and fund accounting services. The Accounting Technician III will also have competency in revenue stream accounting, budget development and administration, and all aspects leading to preparation of trial balance financial statements.

Essential Duties and Responsibilities

- Participates in the preparation of periodic financial statements and categorical reports, including variance analysis, for advisory/regulatory groups and administrators. Assists with opening and closing of financial records based on fiscal year.
- Prepares and distributes documents and schedules to support the budget planning and development process. Provides training and technical assistance to support research and preparation of department and program budgets.
- Facilitates and prepares line item transfers. Reviews expense and other requisitions for compliance with applicable standards, rules and regulations, and approved budgets, analyzing variances and resolves variances with appropriate managers. Monitors expenditures of funds carried over from prior fiscal periods.
- Reconciles cash accounts, fund balances, vendor, and specific balance sheet asset accounts. Reviews revenue and expense accounts. Reclassifies accounting transactions into proper account classifications.
- Reviews and analyzes transactions processed by others for accuracy, proper account coding or classification and allocation. Follows up with vendors, suppliers, and agencies to reconcile transactions.

- Provides technical expertise to staff for budget/financial areas. Provides financial and budget analysis as needed by senior staff. Performs special financial data gathering for items such as indirect costs and overhead allocations that would be applied to special funds and categorical programs.
- Interprets and administers the policies, rules, and regulations established the Board of Trustees including governmental accounting controls established by the Business Services department. Works with departments, programs, and sites to complete financial transactions with established parameters.
- May maintain a job control system, as it relates to specific funds. Monitors allocation of jobs to assure compliance with special fund requirements.
- Provides technical support to departments accessing computerized accounting systems and databases that contain financial and statistical information.
- Assists auditors with the review of financial records and transactions.
- Assists, and may facilitate certain aspects of the budget development process for categorical, special, and general funds. Participates in certain aspects of its preparation, such as data collection and prior-year performance analysis.
- Participates with input of budget data. Complies with established procedures for specialized budgets. Analyzes budget reports to assure expenditures do not exceed appropriations. Enters pre-encumbered funds onto an automated accounting system using a data entry screen.
- Provides assistance to other accounting staff on an as-needed basis to balance fluctuations in workflow.
- Maintains up-to-date knowledge of the regulations and reporting requirements and procedures connected with categorical, special and general fund programs. Provides technical assistance to staff on financial matters relating to programs.
- Performs other duties as assigned that support the overall objective of the position including those of Accounting Clerks.

Qualifications

Knowledge and Skills

- Considerable knowledge of the principles and procedures of accounting, auditing, and finance with additional expertise in budget preparation and control.
- In-depth knowledge of generally accepted financial processes and regulations and controls applying to assigned financial operations.
- In-depth knowledge of automated accounting systems and relational databases used for storing and linking accounting data.
- Working knowledge of audit documentation requirements.
- Working knowledge of the financial management, control, and reporting processes associated with restricted funds.
- Basic knowledge of the practices and techniques in accumulating cost accounting information, including allocation of accounting data to determine standard costs or rates.

- Well-developed math skills to perform complex accounting and statistical computations.
- Well-developed human relation skills to explain detailed information in small group settings and work with staff in advisory capacity.
- Sufficient language skills to prepare reports suitable for external publishing.

Abilities

- Requires the ability to perform the functions of the position.
- Apply accounting controls, rules, and procedures, and perform accounting tests.
- Research, compile, analyze, and interpret accounting data.
- Maintain accurate and retrievable files, records, audit trails and trace transactions to original entries.
- Perform accounting and general math computations quickly and accurately.
- Setup complete fund accounts and prepare financial statements.
- Organize and prioritize work to meet deadlines and timetables.
- Work cooperatively with individuals and work teams within and outside the department, including vendors.
- Access and use a computer, common office productivity software, and specialized accounting software to access databases.

Physical Abilities

- Work in an office setting engaged in work of a primarily sedentary nature.
- Sufficient hand-eye-arm coordination to use a keyboard and 10-key.
- Arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment.
- Visual acuity to read computer screens, printed material, and detailed accounting information.
- Auditory ability to carry on conversations over the phone and in person.

Education and Experience

The position requires an Associates Degree in accounting or finance or equivalent and four years of relevant and progressively responsible experience in governmental accounting, fund accounting, or closely related field. Additional experience may be substituted for higher education based on two years of experience for one year of college.

Licenses and Certificates

May require a valid California driver's license.

Working Conditions

Work is performed in an office environment with minimal exposure to health and safety considerations.