

**JOB DESCRIPTION**  
**Pleasanton Unified School District**

**ACCOUNT TECHNICIAN**

**Purpose Statement:**

The job of Account Technician is done for the purpose/s of performing responsible financial work; maintaining a variety of accounting records, i.e. accounts payable, SELPA, etc.; evaluating feasibility of services within budget parameters; ensuring efficient use of financial resources; and providing financial guidance and recommendations as may be required.

**Essential Functions**

- Analyzes a variety of financial information for the purpose of ensuring compliance with district and state requirement.
- Informs personnel and/or vendors regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines.
- Maintains a wide variety of fiscal information, files and records (e.g. accounts payable, accounts receivable, contracts, invoices, transfers, cash deposit, timesheets, W-9's, applications, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Prepares a wide variety of written materials (e.g. procedures, reports, memos, spreadsheets, letters, etc.) for the purpose of documenting activities, providing written reference, conveying information, and complying with financial, legal and/or administrative requirements.
- Processes a wide variety of fiscal information for the purpose of documenting/updating information and/or authorizing final action in compliance with accounting requirements.
- Provides technical expertise and direction to other personnel regarding accounting issues and related activities for the purpose of conveying pertinent information to appropriate parties.
- Reconciles account balances for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- Researches discrepancies for the purpose of ensuring the appropriate use of funds in accordance with established guidelines.
- Supports the assigned administrator for the purpose of providing assistance with their administrative functions.

**Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; preparing and maintaining accurate records; and performing accounting procedures.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles; concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; and working with detailed information/data.

**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.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Required Testing**

Pre-employment Proficiency Test

**Continuing Educ. / Training**

None Specified

**Certificates & Licenses**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 17