



Job Description

Title: Accounting Technician – Payroll & Benefits	FLSA Status: Non-Exempt	Months: 12
Supervisor: Director - Finance	Supervises: N/A	Range: 27
Department: Business Office	Bargaining Unit: Classified	Approved:12/19/2019

JOB SUMMARY:

Under the direction of Director of Finance or designee, perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; maintain, audit and reconcile assigned accounts; prepare, maintain, and process a variety of financial and statistical documents, records and reports; assure accuracy of various financial records and reports; work independently and make necessary decisions related to the District's various financial functions that may include: Accounts Payable, Purchasing, Payroll, Employee Benefit Administration, Risk Management, and General Accounting/Attendance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of highly responsible and complex technical accounting duties in the review, evaluation and adjustment of assigned accounts related to Accounts Payable, Purchasing, Payroll, Employee Benefit Administration, Risk Management or General Accounting; audit accounts and invoices for errors and make appropriate adjustments.
- Maintain and reconcile assigned accounts; assemble, match, sort, tabulate, check and post a variety of financial and statistical data including income and expenditures; review, adjust and assure the accuracy of entries; balance and adjust accounts and records.
- Input a variety of financial and statistical data into an assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data.
- Research, compile, prepare and revise financial data related to assigned accounts and activities for numerous local, state and federal reports.
- Prepare and maintain a variety of auditable financial records, reports and files related to accounts, income, expenditures, transfers, purchase orders, invoices, budgets and assigned activities.
- Process and evaluate various forms and applications as assigned; compare and reconcile forms, statements, records, reports and other financial documents; identify errors and resolve discrepancies; initiate account transfers as needed.
- Assemble and distribute related materials; assure mandated reports are submitted to appropriate agencies according to established timelines.
- Communicate with administrators, personnel, vendors, contractors and outside agencies to exchange information and resolve issues or concerns; answer questions or handle complaints from employees requiring interpretation of complex laws, rules and regulations governing district financial practices.
- Operate a variety of office equipment including a calculator, computer and assigned software.
- Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.
- Attend and participate in a variety of meetings, in-services and cross trainings.
- Process a variety of information required to pay employees and to process proper deductions from employees' pay for the benefits program and other approved deductions.
- Provide information, keep records, verify eligibility, and reconcile billings for the district benefit programs.
- Coordinate employee benefit plans: medical, dental, vision, life, disability, and COBRA.
- Compile employee time and payroll data from time sheets and other records, compute wages and deductions, and enter data into computerized financial system.
- Coordinate tasks related to the preparation and management of payroll records and reports; clear monthly payroll, expenditure and revenue suspense.
- Maintain records and prepare all payroll tax reports and remittances, including quarterly and annual related payroll reports.

- Track and maintain employee/retiree data.
- Make complex calculations and verify computations to accurately record payroll and hours worked.
- Review time sheets, work charts, wage computation, and other information in order to detect and reconcile payroll discrepancies.
- Provide information to employees and managers on payroll matters, tax issues, benefit plans, and collective bargaining agreement provisions related to these issues.
- Record employee information, such as exemptions, transfers, and resignations, in order to maintain and update payroll records.
- Verify insurance billings and voluntary deduction totals and issue warrant.
- Assist with the implementation of various insurance programs.
- Monitor retiree medical premium accounts receivable and prepare cash/checks for deposit.

OTHER DUTIES:

- Perform related duties as assigned.
- May provide temporary relief for the other Accounting Technicians and/or other district clerical staff as needed.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Methods, procedures and terminology used in technical accounting work and audits.
- Modern business office organization, procedures and practices.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- General accounts receivable, accounts payable and related business functions of an educational organization.
- Applicable laws, codes, regulations, policies and procedures governing school district financial transactions.
- Purchasing policies, practices and terminology.
- Basic practices, procedures and techniques involved in payroll preparation, employee benefits administration and processing.
- Use and processing of requisitions, purchase orders, invoices and related documents.
- Preparation, review and control of assigned accounts.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

Skills/Ability to:

- Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts.
- Maintain a complete set of financial records, i.e., budget ledgers, insurance records, payroll records.
- Prepare complex financial reports that require the computation of data from a variety of records and sources related to the assigned function.
- Post, assemble, tabulate and compare financial data.
- Assist in gathering information for budget preparation and monthly school and department budget updates.
- Record employee information, such as exemptions, transfers, and resignations, in order to maintain and update payroll records.
- Verify insurance billings and voluntary deduction totals and issue warrant payments.
- Prepare and evaluate comprehensive accounting reports and statements.
- Verify, balance and adjust accounts.
- Review, process, evaluate and verify a variety of financial information.
- Identify, investigate and resolve financial errors and discrepancies.
- Issue and distribute vendor and claim reimbursement payments as assigned.
- Monitor and audit income and expenditures.
- Assemble, organize and prepare data for records and reports.

- Independently maintain a complete set of financial records, i.e., budget ledgers, insurance records, payroll records.
- Reconcile, balance and audit assigned accounts.
- Compare numbers and detect errors efficiently.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Perform arithmetic calculations quickly and accurately.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED supplemented by college-level course work in accounting or related field.
- Two years clerical accounting experience.
- Experience in the maintenance of financial or statistical records, in a California public school is desirable.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office Environment.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.