



Job Description

Title: Accounting Technician - Purchasing	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-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 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.
- Maintain computer databases and master files on requisitions, purchase orders, vendors, and other documentation.
- Prepare and code invoices; arrange for billings as directed.
- 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.
- Process travel and conference requests as purchase orders, and expense reports as needed.
- 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.
- Facilitate bid process to include preparation of bids and quotes, comply with legal requirements for advertised bids, analyze bid documents for compliance, and monitor bid timelines.
- Review, edit and approve requisitions from sites and departments according to established district guidelines, practices and policies.

- Edit, review, and process purchase requisitions for compliance with governmental, county, district, and local policies, and procedures, obtain appropriate approval signatures prior to printing of purchase orders.
- Distribute purchase orders and documents to vendors, sites, and departments, and respond to inquiries regarding the status of purchase orders and requisitions.
- Process purchase orders in a timely manner with proper CSAM account coding and district guidelines and policies.
- Obtain information on prices, availability and delivery of purchases.
- Oversee and manage supplier inventories.
- Provide support for District wide lease agreements and contracts.
- Assist district staff with purchasing inquires and troubleshooting purchasing software.
- Manage Purchasing card users purchases.
- Oversee SMAA program management; monitor SMAA participants and ensure reimbursement requirements are met.
- Maintain all district inventory, including capital assets and equipment.
- Monitor and process all accounts receivable and prepare cash/checks for deposit.

OTHER DUTIES:

- Perform related duties as assigned.
- May substitute or provide temporary relief for the other Accounting Technicians, 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.