



Our Children, Our Schools, Our Future!

Jurupa Unified School District

ACCOUNTING TECHNICIAN

DEFINITION

Under direction, to perform technical accounting work related to the District's budget and financial systems; to communicate guidelines and procedures for these systems to other employees; to prepare various state and federal reports, financial statements, and budget reports; and to perform related duties as required. Positions in this class are characterized by the responsibility for performing complex accounting work requiring a high degree of accuracy together with the ability to make independent judgments based on general accounting principles, District policies, and the California School Accounting Manual requirements.

ESSENTIAL JOB FUNCTIONS

- Establishes, maintains, and analyzes for correctness the budget and financial records of the District.
- Communicates with and advises other employees on budget-related matters.
- Communicates with and receives information from outside agencies and departments.
- Receives and applies laws, rules and policies to budget and financial functions.
- Prepares appropriation, expenditure, and revenue transfers.
- Reconciles ledgers with data maintained by the County Office of Education.
- Prepares year-end accruals and deferrals.
- Prepares financial reports for District use and as required by other agencies.

OTHER JOB FUNCTIONS

- May supervise and/or train accounting clerical personnel.
- Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles of accounting and auditing, budgeting, and general financial record keeping;
The legal and reporting requirements of school district accounting and budgeting;
State/County/School District accounting and financial relationships;
General operation of computerized data systems;
Basic computer operation.

Ability to:

Follow oral and written instructions;
Thoroughly complete routine tasks willingly;
Remain flexible under the pressure of a heavy workload;
Work with a minimum of supervision;
Prepare accurate financial and statistical reports and perform other detailed clerical work as needed;

ACCOUNTING TECHNICIAN

Ability to (continued):

Read and understand financial records and reports, and technical and legal material;
Prepare proper financial, statistical, and narrative reports;
Communicate effectively with office and District staff;
Maintain effective working relationships with office and District staff;
Use proper English and make arithmetic calculations rapidly and accurately;
Apply District policies, regulations, and procedures judiciously.
Read and comprehend handwritten or typed documents, and the display screen of various equipment and machines;
Sit for sustained periods of time;
Concentrate on current task in spite of distractions in an active, busy environment;
Efficiently and effectively operate office machines, including a computer with keyboard and monitor, for sustained periods of time;
Demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy;
Maintain regular, steady attendance.

Skills:

Typing: 40 words per minute;
Ability to operate calculator, computer terminal, and other office machines.

Experience:

Three years of experience specializing in budgeting, accounting, business administration or school administration.
Public school district experience preferred.

Education:

High school graduation preferably supplemented by college coursework in a related area.

NOTE: This type of experience and training background is indicative of the kind and level most likely to be successful, and is not meant to be interpreted in an overly literal or restrictive manner in regard to alternative, equivalent backgrounds.

Personal Qualities:

Analytical ability, adaptability, capable of working under pressure, professional attitude.

Personnel Services

June 30, 2000

Jurupa Unified School District is an equal opportunity agency and does not discriminate against employees, job applicants, students, parents or community on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sexual orientation, or any other basis protected by law.