

ALAMEDA UNIFIED SCHOOL DISTRICT

JOB TITLE: ACCOUNTING TECHNICIAN - DISTRICT

BASIC FUNCTION:

Under the direction of the Financial Analyst, receive and account for District funds; reconcile bank accounts; reconcile accounts with County Office.

ESSENTIAL/REPRESENTATIVE DUTIES:

Oversee District accounts receivable; determine budget code for receipts; enter receipts; verify and reconcile accounts receivable accounts; review and follow-up on collection accounts.

Oversee District funds clearing accounts; verify County Office, costing of revenues and other financial transactions; monitor and report final balances.

Maintain and replenish revolving and petty cash funds; verify payment requests.

Oversee Cafeteria cashier's procedures; enter and monitor sales data.

Verify claims against credit cards; assure proper policies and procedures are followed; process payments and control credit card distribution.

Oversee student body accounts; assure bank statement reconciliation; prepare statements for auditor.

Develop, recommend and implement policies and procedures for cash management.

OTHER DUTIES:

Perform a variety of special projects and studies as requested.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting and fiscal systems, policies, procedures and practices.
Generally Accepted Accounting Principles applicable to school accounting.
Bookkeeping and financial record-keeping principles.
State school accounting laws, practices and procedures.
Current office practices, procedures and equipment.
District organization, operations, policies and objectives.
Oral and written communication skills.
Applicable sections of State Education Code and other applicable laws.

ABILITY TO:

Interact positively with peers, public and students.
Operate a computer in a Windows/Mac environment.
Perform professional accounting work in the computation, recording and reporting of financial transactions.
Provide technical assistance to District personnel regarding accounting and budgeting policies, procedures and requirements.
Maintain a variety of fiscal records, accounts and funds.
Analyze and resolve problems and draw accurate conclusions.

Prepare clear and accurate financial statements.
Work independently with little direction.
Meet schedules and time lines.
Plan and organize work.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work and/or relevant training in finance, accounting, business administration or related field and three years experience in financial accounting work.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Seeing to read, review and assure accuracy of financial statements and reports.
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Sitting for extended periods of time.