

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

ACCOUNTING TECHNICIAN I
ACCOUNTING TECHNICIAN II

DEFINITION

To perform complex technical accounting work involved in the maintenance of financial records; to record and compile financial data covering a variety of funds (building, special reserve, insurance, and special projects); to review transactions pertaining to special projects; and to prepare financial and accounting reports.

DISTINGUISHING CHARACTERISTICS

Accounting Technician I -- This is the entry level class in the Accounting Technician series. Positions assigned to this class are considered to be in a training capacity and perform the more routine accounting technical duties. Incumbents are required to have little previous accounting technical experience and are not expected to perform with the same independence of direction and judgment on matters related to procedures and work methods. Work is usually supervised while in progress and fits a structured and established pattern within prescribed guidelines. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the flexible staffing concept, incumbents assigned to this class may reasonably expect to progress to the Accounting Technician II class with training, experience and satisfactory job performance.

Accounting Technician II -- This is the journey level class in the Accounting Technician II series. Positions assigned to this class are normally filled from advancement from the Accounting Technician I class, or when filled from the outside, require prior technical accounting experience. Work assigned to this class can be distinguished from the lower level by responsibilities which are more varied, technical, and complex in nature. Incumbents assigned to this class are expected to operate with initiative and independence within established guidelines and to apply policies and procedures related to the accounting function to which assigned. Appointment to this class requires that the incumbent be performing the full range of duties with independence and meet the qualification standards of the class.

SUPERVISION RECEIVED AND EXERCISED

Accounting Technician I

Receives immediate supervision from higher level supervisory staff.

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Accounting Technician I
Accounting Technician II (Continued)

Supervision Received and Exercised (Continued)

Accounting Technician II

Receives general supervision from higher level supervisory staff.
May exercise technical supervision over less experienced accounting clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Maintains a double entry set of records for general, special reserve building funds. Prepares statements for general, special reserve and building funds. Receives invoices, notices of completion and prepares building contracts and special reserve payments. Initiates transfers of funds and other transfers for building projects. Prepares analysis for building and projects and special reserve and general accounts, maintains bond interest and redemption records. Maintains files and required documents on all building, general and special reserve, and specially funded projects. Prepares statements for specially funded programs for project directors. Initiates the invoicing of district charges applicable to project directors' areas of responsibility. Performs the more difficult adjusting entries required to correct computation errors and reconciliation of fund balances. Assists in coordination of accounting work with data processing in developing procedures and establishment of controls. Compiles data and assists in preparation of regular and special financial statements and reports. Verifies general and special funds account coding. Receives, deposits, and remits to county all district cash collections awaiting deposit. Provides work direction to other accounting staff as directed. Performs related duties as assigned.

QUALIFICATIONS

Accounting Technician I

Knowledge and Abilities:

Knowledge of modern office practices, procedures, methods and equipment. Knowledge of mathematic and basic bookkeeping principles. Ability to learn to set up and maintain complex accounting records. Ability to make arithmetic computations rapidly and accurately. Ability to type and operate calculating and adding machines. Ability to understand and carry out oral and written directions. Ability to perform calculations quickly and accurately. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to work effectively in the absence of supervision. Ability to communicate effectively, both orally and in writing.

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Accounting Technician I
Accounting Technician II (Continued)

Experience and Training Guidelines

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 would be:

Experience:

Some accounting clerical experience is highly desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by additional specialized training (or college level course work) in technical accounting, bookkeeping, or a related field.

Accounting Technician II

In addition to the qualifications for Accounting Technician I:

Knowledge and Abilities:

Knowledge of the methods, practices, and terminology used in double entry bookkeeping and complex financial record keeping. Ability to set up and maintain bookkeeping records. Ability to prepare financial reports and statements.

Experience and Training Guidelines

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 would be:

Experience:

Two years of technical accounting experience equivalent to an Accounting Technician I in PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT.

Training:

Equivalent to the completion of the twelfth grade supplemented by additional specialized training or college level course work in accounting, bookkeeping, or a related field.

Reviewed and Agreed to by:

Incumbent: _____ Date: