

## St. Helena Unified School District

## Position Description

Position: Accounting Technician –Special Accounts	Position Number:
Department/Site: High School	FLSA: Non-exempt
Evaluated by: Principal or designee	Salary Grade: 116

### **Summary**

Maintains a complete set of books on student body, team, and other accounts involving posting, balancing and reconciling accounts and preparing straightforward financial statements. Guides students through their initial experiences of handling funds and reconciling balances. Coordinates, oversees, and purchases merchandise for student activities.

### **Distinguishing Career Features**

The Account Technician requires the demonstrated ability to maintain accurate accounting for transactions in one or more enterprise funds, including the ability to prepare straightforward financial statements. Advancement to a higher level Accounting position would require the incumbent to maintain district-wide accounts and/or a diverse set of books that includes translation of financial information to special formats (e.g., grants, categorical funds) and performance reports.

### **Essential Duties and Responsibilities**

- Establishes and maintains a variety of accounts that support fiscal management of enterprise funds (e.g., student body), operations and categorical accounts.
- Maintains a full set of accounts and ledgers, posting cash receipts, accounts payable, and payments, monitoring account balances, and preparing accounting entries and adjustments.
- Receives, verifies, records and prepares deposits of funds, fees, and budget transfers fees to the appropriate accounts.
- Provides information on account balances, facilities scheduling and availability of policies to enable teachers who are club and class advisors to implement club and class activities. May also provide support for planned activities.
- Provides administrators, club advisors, student leaders, and outside facility users with information on account balances, facility usage and policies concerning club, class and team activities, implement new procedures as dictated by the district office or by site administrative staff.
- Communicates with students, administrators, District personnel, vendors, suppliers, bank personnel, club sponsors and others concerning student activities and ASB accounts. Provides information and explain financial policies, procedures and transactions.

- Maintains separate ledgers for accounts, including ASB and various student club accounts, text abatement accounts, and special program accounts. Prepares regular financial reports for each account; close ledgers periodically. Maintains efficient and effective record-keeping systems and audit trails in preparation for independent audit.
- Prepares monthly financial statements that include trial balances, balance sheets, and statements of income and expenses. Researches and prepares special studies as requested; analyzes financial data and makes appropriate recommendations.
- Prepares and distributes newsletters and bulletins concerning special events and student activities. Maintains the school calendar of activities.
- Assists student treasurers and other students with training and work direction for students in general office processes, receipting procedures, and proper financial recordkeeping methods.
- Serves in an advisory capacity to student groups regarding budgeting and accounting for monies and making appropriate recommendations.
- Assists in providing information concerning school, club and sport activities to parents.
- Schedules, monitors, and maintains accounts receivable for use of facilities. Calculates fees, prepares invoices, explains requirements and maintains related records of facilities used by students and community groups.
- Collects a variety of fees, including those for tests, labs, and activities. Maintains records related to lost and damaged books, unpaid fees, and other student obligations.
- Prepares and processes purchase orders, assuring appropriate authorization and compliance with established procedures.
- Issues bus passes to students. May receive, review and approve applications for free and reduced lunch programs.
- Assists with specific student activities such as but not limited to, athletics, clubs, and scheduled events. Prepares announcements, packets, and other materials. Follows up on paperwork, completed forms and submissions, as required for student participation.
- Sets up cash boxes, ticket sales and change funds as needed for athletic and special events. Schedules security, ticket salespersons, and other personnel as required.
- May coordinate the use of school facilities with lessees, school and District groups. Ensures that proper arrangements are signed, including insurance coverage.
- Composes memos, letters, reports, bulletins and other items. Prepares budget documents, statements of accounts, and other analyses of student funds and student abatement accounts.
- May perform accounting and logistics services such as recordkeeping and scheduling of transportation, categorical accounts, food service, and grants. Prepares periodic reports to comply with requirements.
- May oversee student store activity including reconciling of sales, recordkeeping and

purchase of logo and other resale items.

- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires a working knowledge of the practices and terminology of financial record keeping and accounting data entry practices, and general clerical and office procedures and methods. Requires working knowledge of special funds used in education such those for students, grants, and categorical programs. Requires working knowledge of the procedures used for line item transfers of budgeted funds in a governmental accounting environment. Requires in-depth knowledge of and skill at using computer-aided accounting data entry software and general office productivity software. Requires knowledge of retail operations and the role of cash control, accounts receivable, accounts payable, and inventory. Requires sufficient writing skills to prepare basic accounting instructions, and account footnotes. Requires sufficient math skills to compute totals, extensions, portions, ratios, quotients, and percentages. Requires sufficient human relation skills to convey policies, and procedures to others and to deal cooperatively with others on accounting transactions.

### **▪ Abilities**

Requires the ability to perform all aspects of the position. Requires the ability to function effectively in an environment dominated by high volume and interruptions. Requires demonstrated ability to accurately enter/post data onto standardized formats using computer-aided accounting data entry and manual accounting adjustments. Requires the ability to interpret and apply regulations, policies, and generally accepted rules and procedures governing accounting transactions. Must be able to perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and ratios. Must be able to document accounting transactions onto an automated accounting data entry system. Requires the ability to apply and instruct students and staff on the rules for cash handling including disbursements and processing transactions.

### **▪ Physical Abilities**

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

### **▪ Education and Experience**

Requires an Associate's degree, with curriculum or major in accounting/bookkeeping and 3-4 years of experience in a production accounting environment.

### **▪ Licenses and Certificates**

May require a valid driver's license.

### **▪ Working Conditions**

Work is performed indoors where minimal safety considerations exist.