



**CLASSIFIED  
Job Class Description**

Equal Employment  
Opportunity

**ACCOUNTING AND BUSINESS SERVICES TECHNICIAN**

**DEPARTMENT/SITE: BUSINESS SERVICES**

**SALARY SCHEDULE:** Classified Salary Schedule  
(Group 1/Group 15)

**LEVEL:** Range 42

**WORK YEAR:** 12 Months

**REPORTS TO: ASSISTANT SUPERINTENDENT,  
BUSINESS SERVICES**

**DATE CURRENT JOB DESCRIPTION APPROVED:**  
Board of Education effective: ....August 12, 2021

**JOB GOAL/PURPOSE:**

Under the supervision and direction of the Assistant Superintendent, Business Services, to serve in support of a variety of accounting and other school business functions such as accounts payable and/or receivable, financial accounting system entries, requisition and purchase order processing, stores' inventory maintenance, data entry, leaves, to the District's systems (currently Oracle/Peoplesoft HCM Financial Software), payroll data entry, absence management processing, etc. The incumbents in this classification provide the school community with accurate and timely financial, accounting and business process information which directly supports student learning.

**DISTINGUISHING CHARACTERISTICS**

The Accounting and Business Services Technician performs a variety of accounting and other business-related functions (e.g., accounts payable/receivable, purchase orders, inventory maintenance, financial and business management systems data entry, accounting, payroll data entry, leaves, and related clerical tasks) of above average difficulty requiring independent judgment over several assigned functions. Positions in this class operate within clear guidelines and scope and are typically assigned responsibility for a few accounting and/or business functions within the District's central business services office.

**ESSENTIAL FUNCTIONS, TASKS AND DUTIES:**

- Prepare year-end accruals for accounts payable and/or accounts receivable.
- Prepare or assist in the preparation of a variety of reports required by Federal, State, and County agencies to include but not limited to sales tax reconciliations and remittances.
- Responsible for the preparation and processing of accounts payable, accounts receivable, and absence management processing functions as assigned including coding and preparing documents for input to data processing system.
- Prepare journal entries with a good understanding of fund accounting.
- Prepare student body, revolving cash checks, Child Development Center and cafeteria accounts.
- Track site usage of all utilities to ensure proper payments and accurate records.
- Responsible for input of data into the District's business management systems (currently Oracle/Peoplesoft HCM Financial Software).
- Identify and correct errors in a variety of accounting, budgeting and purchasing documents prepared by

sites and departments.

- Support purchasing functions and maintenance of District stores inventory.
- Perform tasks required to maintain accounting and fiscally related records and reports.
- Process a variety of documents pertaining to financially related transactions, including but not limited to, invoices, requisitions, purchase orders, student body accounts.
- Responsible for performing tasks related to employee data entry.
- Responsible for the desk duties of other business office positions upon cross-training.
- Answer multiline telephone system when necessary.
- Participate in and use North County Purchasing Consortium meetings, purchasing tools and pricings
- Reconcile district billings and ensure timely payment of purchase orders, including matching requisitions, purchase orders, and shipping/receiving documents.
- Prepare as directed the payroll for substitute teachers.
- Verify, track and record employees' use of various leaves.
- Perform other functions, duties and tasks related to this class as assigned.

### **JOB QUALIFICATIONS /REQUIREMENTS:**

*(At time of application.)*

#### **Knowledge of:**

- Methods, practices and terminology used in fund accounting and school business financial record keeping
- Regulations governing school financial record keeping procedures; modern office practices, procedures and equipment
- Correct English usage, including grammar, spelling, punctuation and vocabulary
- Computer software to include but not limited to Oracle/Peoplesoft HCM Financial Software, Microsoft Word and Excel
- Telephone techniques and etiquette
- Interpersonal skills, including use of tact, patience, confidentiality, and courtesy

#### **Skills:**

- Proficient with Oracle/Peoplesoft HCM Financial Software
- Advance use of Microsoft Excel to create and maintain complex spreadsheets with formulas and other functions used to track and calculate financial, accounting and other business data
- Keyboarding accurately at an acceptable rate of speed
- Use 10-key calculator accurately at an acceptable rate of speed
- Operate standard office equipment including use of District-issued computer and District-adopted computer applications and systems
- Use correct spelling, grammar and punctuation
- Perform basic arithmetic calculations quickly and accurately
- Organize, prioritize and multi-task work assignment and deadlines within short timelines and high volume

#### **Ability to:**

- Perform responsible accounting and financial record keeping independently and effectively
- Perform computational tasks with accuracy and speed
- Work efficiently under pressure with constant interruptions
- Understand and interpret rules and written standards
- Be well organized and detail oriented
- Meet deadlines and schedules

- Understand and carry out oral and written instructions
- Establish and maintain effective working relationships with others
- Maintain and prepare standard financial records and reports for current business information, decision-making, and periodic audits and assessments

### **EDUCATION REQUIRED:**

High school diploma supplemented by courses in bookkeeping or accounting.

### **EXPERIENCE REQUIRED:**

Two (2) years' work experience in financial record keeping. Previous experience in accounts payable and school district financial record keeping is desirable.

### **LICENSE(S) REQUIRED:**

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative pre-employment drug screen test at District's expense
  - Pre-employment physical exam at District's expense
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

### **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors in an office environment and requires sitting for extended periods
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment and maintain paper files and documents
- Lifts objects such as boxes containing documents and weighing up to 35 pounds
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Incumbents may be exposed to intermittent noise and frequent interruptions
- Occasional operation of a vehicle to travel within and outside the district for meetings, training sessions and assisting staff at school sites