

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: Account Technician III

Job Purpose Statement/s: The position of Account Technician III is to perform specialized and/or difficult and technical accounting and budget control/functions in maintaining financial and statistical records, utilizing manual and computer assisted processes under general supervision.

Essential Job Functions:

- Perform complex and technical fiscal operations related to one or more specialized accounting, budget control.
- Assist in revision, formulation, and implementation of accounting, budget control systems and procedures.
- Determine processes for maintaining statistical and financial information with respect to assigned accounts, programs or special records.
- Evaluate financial condition of assigned accounts; develop trend information and communicate issues or problems to superiors.
- Provide assistance to other accounting clerical employees in posting, assembling, tabulating and reconciling financial data.
- Operate computer hardware to enter financial information, verifying input to assure accuracy.
- Respond to questions from employees or other individuals regarding interpretation of laws, regulations, contracts and other documents governing District policies.
- Develop, prepare, and maintain a variety of financial and statistical records and reports for various departments and projects; establishes and maintains a variety of ledgers; and audits accounts or financial records on a continuing basis.
- Determine allocations of categorical funding for the various school sites; prepares journal entries for categorical programs.
- Maintain records of expenditures on various program funds; tabulate, audit and record charges for application to appropriate programs.
- Audit, tabulate, assemble and process invoices and documents related to accounts payable transactions; request journal entries to correct discrepancies posted through account payable.
- Project estimated expenditures and transfer of funds; and balances accounts on a scheduled basis.
- Prepare periodic aging analysis of accounts receivable; maintain records of District debtors.

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- Assist in the year-end closing of District Books; prepare various year-end reports.
- Maintain and audit a variety of statistical records related to District funding and expenditures; prepare and distribute reports to appropriate offices and agencies.

Other Job Functions:

- Respond to inquiries to provide information and/or direction as required.
- Attend meetings for the purpose of conveying and/or gathering information required.
- Attend appropriate workshops/conferences for the purpose of ongoing training.
- Provide information to external auditors as required; may travel to school sites to perform on-site audits.
- Perform other job related duties as may be assigned.

Job Requirements - Qualifications:

Education and Experience Requirements:

- High School diploma or equivalent.
- 2 years of College or equivalent.

Skills, Knowledge, Abilities and/or Physical Requirements:

- Skills to operate standard office equipment including use of computer applications to enhance essential job functions; communicate clearly and effectively; use English in both written and verbal form; use correct spelling, grammar and punctuation; perform basic arithmetic calculations.
- Knowledge of standard accounting requirements; and standard office equipment; computer applications to complete essential job functions.
- Abilities to sit for prolonged periods; work under minimal supervision accurately and with attention to detail; understand and carry out oral and written instruction; interact positively with persons of different age groups and cultural backgrounds; learn new procedures; prioritize and appropriately schedule workload or tasks to meet established timelines; work independently. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near/far visual acuity.

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Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculin Clearance.

Reports To: Director of Fiscal Services and/or other designated administrator/coordinator

Work Year: 12 months

Salary Placement: CSEA Salary Schedule Range 15

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the CSEA Contract.

Board Approved: January 19, 2010