

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: Account Technician II

Job Purpose Statement/s: The position of Account Technician II is done for the purpose/s of providing, under supervision, support to accounting functions; complying with district financial obligations; providing financial information/instructions and/or support to other personnel; and providing financial services and processing of financial functions on a timely basis.

Essential Job Functions:

- Informs personnel and/or vendors regarding required documentation and/or procedures to convey information necessary to complete transactions.
- Maintains various fiscal information, files and records, i.e. accounts payable, contracts, warehouse requisitions, purchase orders, contracts, etc., to provide an up-to-date reference and audit trail for compliance.
- Prepares documentation, i.e. reports, records of income, expenditures, attendance, correspondence, etc., to provide written support and convey information.
- Process various fiscal information, i.e. data input of invoices, student body or revolving funds, free and reduced lunch applications reimbursements etc., to update information and/or authorize final action in compliance with accounting requirements.
- Reconciles cash receipts, i.e. food services, school accounts, etc., to maintain accurate account balances and comply with related policies, practices and regulations.
- Research discrepancies, i.e. packing slips, purchase orders, account coding, contracts etc., to ensure accuracy and provide an audit trail for compliance.

Other Job Functions:

- Assists other personnel as may be required to support them in the completion of their work activities.
- Participates in various meetings and staff development for the purpose of sharing information and/or improving skills/knowledge.
- Perform other job related duties as may as assigned.

Job Requirements - Qualifications:

Education and Experience Requirements:

- High School diploma or equivalent
- 3 years prior job related experience with 1 year of course work with major emphasis on bookkeeping and financial record keeping.

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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 application 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 instructions; 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.

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

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

Reports To: Director of Fiscal Services/Purchasing or Child Nutrition Supervisor

Work Year: 12 months

Salary Placement: CSEA Salary Schedule Range 11.5

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

Board Approved: July 21, 1998
Revised: January 19, 2010 (Titled revised from Account Clerk II)