



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

ACCOUNTING TECHNICIAN

DEFINITION:

Under the direction of an assigned Administrator or Supervisor specialized accounting, and budget control clerical functions in maintaining financial and statistical records, utilizing manual and computer-assisted processes; perform responsible record management, storage and retrieval systems; monitor, audit and prepare a variety of accounting related reports, records and summaries; performs other job-related duties as assigned and/or required

ESSENTIAL DUTIES:

- Perform specialized, complex and technical functions in assembling, tabulating, calculating, verifying and filing restricted and unrestricted fund information and data; carry out fiscal record management duties in accounting and budget control; post, balance, verify and assist in revising, formulating and implementing accounting, budget control and other fiscal record management systems and procedures.
- Prepare trial balances, financial statements, State and federal related documents and reports; establish, post and maintain journals, ledgers and a variety of other accounting and budget control records.
- Process all non-payroll generated payments; reconcile expenditures and budget data for all purchase orders.
- Prepare accounting and budget control record analyses; process a variety of documents pertaining to accounting.
- Assist District personnel in the resolution of unusual accounting, budget and fiscal problems, issues and concerns; audit, verify and release accounts payable warrants and various account, budget and fiscal documents.
- Receive, review and confirm accounting documents and reports for accuracy and adherence to legal mandates, policies and operational guidelines.
- Prepare and distribute fiscal related reports required by District and County operational units.
- Interpret and provide information regarding routine legal mandates, policies, regulations, and operational guidelines to District personnel.
- Provide technical information to County, State, and federal agencies; perform complex and technical fiscal record management operations related to one or more specialized accounting and budget control functions.
- Interpret, understand and apply complex rules, regulations, procedures and policies set forth by State and federal agencies, Board policies, statutes, and Generally Accepted Accounting Principles (GAAP); interpret and apply District contracts.
- Performs other duties as related to their essential duties.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, practices and procedures of school district accounting and budget control record management.

- Operation of manual and computer-assisted accounting and budget control record management systems.
- Modern office practices, procedures and machines.
- Organization and planning methods, techniques and practices.

ABILITY TO:

- Perform complex and technical accounting and budget control clerical functions.
- Prepare, review and analyze accounting and budget control files, records, summaries and reports.
- Perform double entry bookkeeping and elementary ASB accounting functions.
- Advise other accounting and budget control clerical personnel.
- Make complex mathematical calculations with speed and accuracy and verify the results.
- Operate computers, terminals and other office machines and equipment effectively and efficiently.
- Understand and follow oral and written directions.
- Read and interpret computer-generated reports.
- Communicate effectively, both orally and in writing.
- Operate computer and use appropriate software applications effectively.
- Remain flexible and work effectively in an environment of frequent interruptions and changes in task priority.
- Establish and maintain cooperative working relationships.

EXPERIENCE AND EDUCATION:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Three years of highly responsible experience in accounting or budget control record management and reporting, including one year in a specialized capacity. Recent job-related experience within the last seven years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Supplemental training or course work in accounting, bookkeeping, business office organization and planning, or in other closely related fields is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that persons the position classification must perform in carrying out the essential job functions.

- Will infrequently exert 10 to 35 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time, but may walk or stand for brief periods.
- Will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing written and oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

Revision Date: 2/1/2024