BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

TITLE:	**Accounting Technician**	REPORTS TO:	**Assigned Supervisor**
DEPARTMENT/SCHOOL:	**Fiscal Services**	CLASSIFICATION:	**Non-Administrative Classified Technical**
FAIR LABOR STANDARDS ACT CLASSIFICATION:	**Non-Exempt**	WORK YEAR: HOURS:	**12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned**
APPROVED: Board Commission	**June 29, 2016 July 15, 2016**	SALARY GRADE:	**Schedule: 56 Range: 45**

BASIC FUNCTION:

Under assigned supervisor, perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; maintain, audit and reconcile assigned accounts; prepare, maintain and assure accuracy of various financial records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; provide technical accounting support for various accounts and functions such as accounts payable, accounts receivable, payroll and purchasing; audit accounts for errors and make appropriate adjustments

- Maintain, audit and reconcile assigned accounts; assemble, match, sort, tabulate, check and post a variety of financial and statistical data including income and expenditures; review, adjust and assure accuracy of journal entries; balance and adjust accounts

- Review, process and evaluate purchase orders, warrants and invoices as assigned; prepare invoices for payment; verify invoices and match with purchase orders; issue and distribute accurate payments to purchase orders as directed

- Input a variety of financial and statistical data into an assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data

- Research, compile, prepare and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports and files related to accounts, income, expenditures, transfers, purchase orders, invoices, budgets and assigned activities

- Maintain contact with vendors to modify and clarify invoices and resolve discrepancies as required; follow-up on purchase orders, invoices, warrants and payments as needed; process and issue payments to reimbursement claims as assigned

- Process accounts receivable as assigned; reconcile cash accounts; receive, verify and process deposits; check money totals against receipts and invoices to assure accuracy; prepare invoices and arrange for billings as directed

- Process and evaluate various forms and applications as assigned; compare and reconcile forms, statements, records, reports and other financial documents; identify errors and resolve discrepancies; initiate account transfers as needed

- Compile, research and evaluate a variety fiscal information related to assigned fiscal functions; assemble and distribute related materials; assure mandated reports are submitted to appropriate agencies according to established time lines

- Assist designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare and revise budgetary data

- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns

- Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software

- Perform various clerical duties in support of assigned functions as required; receive and respond to mail and e-mail; prepare routine correspondence; duplicate and distribute materials

OTHER DUTIES:
Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Methods, procedures and terminology used in technical accounting work
Financial and statistical record-keeping techniques
Preparation of financial statements and comprehensive accounting reports
General accounting and business functions of an educational organization
Policies and objectives of assigned programs and activities
Use and processing of requisitions, purchase orders, invoices and related documents
Preparation, review and control of assigned accounts
Data control procedures and data entry operations
Modern office practices, procedures and equipment
Operation of a computer and assigned software
Oral and written communication skills
Interpersonal skills including tact, patience and courtesy
Arithmetic computations

ABILITY TO:
Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts
Maintain accurate financial and statistical records
Prepare and evaluate comprehensive accounting reports and statements

Verify, balance and adjust accounts

Review, process, evaluate and verify a variety of financial information

Identify, investigate and resolve financial errors and discrepancies

Issue and distribute vendor and claim reimbursement payments as assigned

Monitor and audit income and expenditures

Assemble, organize and prepare data for records and reports

Reconcile, balance and audit assigned accounts

Compare numbers and detect errors efficiently

Operate standard office equipment including a computer and assigned software

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Meet schedules and time lines

Perform arithmetic calculations quickly and accurately

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and two years increasingly responsible clerical accounting or bookkeeping experience

WORKING CONDITIONS:

ENVIRONMENT:
Office environment

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Hearing and speaking to exchange information

Sitting for extended periods of time