



Berkeley Unified School District

BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Student Body Account Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	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: 43

BASIC FUNCTION:

Perform a variety of technical accounting duties in support of assigned student accounts; receive, review and process student body purchase orders and invoices as assigned; prepare and maintain related financial records and reports.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform a variety of technical clerical accounting duties in support of assigned student body accounts; review accounts for errors and make appropriate adjustments
- Receive, review and process student body purchase orders and invoices as assigned; prepare invoices payment; verify invoices and match with purchase orders, checks and receivers; maintain contact with vendors to modify and clarify invoices and resolve discrepancies
- Compile information and prepare and maintain various auditable records and reports related to purchase orders, income, expenditures and assigned accounts; establish and maintain filing systems; prepare and reconcile statements, balance sheets and other financial documents as assigned
- Verify, balance and adjust assigned accounts in support of assigned student body programs; monitor funds for income and expenditures; prepare and reconcile bank statements and other financial statements as directed
- Process accounts receivable for student body funds as assigned; collect and receipt monies related to assigned accounts and programs; collect payments for lost or damaged books/textbooks; count and record monies into proper accounts; prepare bank deposits; prepare and assure accuracy of receipts; order, sell and receive payments for tickets, yearbooks, dance tickets, student body cards and other items as directed
- Prepare checks for payment of student body invoices
- Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; initiate queries, develop spreadsheets and generate a variety of computerized lists and reports; maintain automated financial records

- Calculate, assemble, match, sort, tabulate, review and post a variety of financial and statistical data; review, adjust and assure accuracy of ledgers and journal entries; balance, adjust and reconcile accounts; review data for accuracy and completeness; initiate transfers as appropriate
- Assist student body groups with setting up budgets
- Operate a variety of office equipment including a computer and assigned software
- Communicate with administrators, personnel, vendors and outside agencies to exchange information and resolve issues or concerns related to student body programs, accounts and activities
- Assist in the planning and organization of fundraising activities for various student body programs as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in clerical accounting work

Financial and statistical record-keeping techniques

Preparation, review and control of assigned student body accounts

Preparation of financial statements and comprehensive accounting reports

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 using tact, patience and courtesy

Arithmetic computations

ABILITY TO:

Perform a variety of technical accounting duties in support of assigned student body accounts

Receive, review and process student body purchase orders and invoices

Prepare and maintain accurate financial and statistical records and reports

Assemble, organize and prepare data for records and reports

Collect and account for monies received from various student functions

Verify, reconcile, balance, adjust and audit assigned accounts

Operate standard office equipment including a computer and assigned software

Compare numbers and detect errors efficiently

Process and record accounting transactions accurately

Understand and follow oral and written instructions

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Add, subtract, multiply and divide quickly and accurately

Meet schedules and time lines

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 of 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