Martinez Unified School District
Classified Job Description

Accounting Technician
12 Months/Year

Definition
Under the general supervision of the Director of Fiscal Services to perform a variety of complex and responsible accounting work, maintenance and review of accounting records, and other related duties.

Distinguishing Characteristics
- Must work independently with minimal supervision.
- A major characteristic is a recognized functional responsibility for a relatively complex but homogeneous set of accounting records.
- Procedures are generally established and are regulated by law and administrative requirements, and problems encountered demand good judgment, pleasant rapport, and adaptability on the part of the incumbent.
- This position requires the use of a high degree of tact in human resource situations in solving day to day problems.

Example of Duties
- Independently maintains a complete set of financial records, such as accounts payable;
- Audits vendor invoices for accuracy, proper extensions, taxes, discounts and totals;
- Verifies coding of invoices;
- Coordinates invoices with purchase orders;
- Initiates payment of verified invoices and maintains payment history;
- Performs weekly audit of vendor warrant register;
- Acts as liaison between District, Community College Data Processing Center and County Schools Office to ensure proper preparation and submission of vendor warrants;
- Assists with year-end closing of current liabilities and prepaid expenses;
- Maintains prior year liability reports and determines when payments are appropriate;
- Conducts routine correspondence independently;
- Contacts other agencies, schools, and staff to discuss and resolve financial records, transactions and discrepancies;
- Reconciles outstanding purchase orders to control ledger;
- Assigns vendor numbers and maintains computerized vendor file;
- Processes, distributes, files and mails purchase orders;
- Assists with data entry of journal entries;
- Responsible for service agreements and service contracts monitoring;
- Responsible for replenishing revolving cash, processing revolving cash claims, and reimbursement claims to employees for personal expenses, mileage and conference claims;
- Tracks, reports and prepares warrant for State sales tax;
- Solicits and verifies W-9 for non-incorporated vendors;
- Balances and mails 1099's annually;
- Backs up Purchasing Assistant in assigning purchase order numbers, encumbrance of purchase orders, processing of warehouse issues, and receiving of merchandise delivered; and
- Attends county related meetings, operates personal computer, and performs all other related duties as assigned.

Desirable Qualifications

Knowledge of:
- Laws and regulations governing school accounting procedures;
- Accounts payable methods and terminology;
- Office methods and procedures; and
- Software applications such as spreadsheets, word processing and data collection.

Ability to:
- Make arithmetical computations rapidly and accurately;
- Operate office equipment, such as adding machines, calculators and computers;
- Receive and process phone inquiries requiring a high degree of tact with a pleasant rapport;
- Compile and maintain accurate and complete records and reports;
- Read and understand computerized accounting records and reports;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative and effective working relationships with staff, vendors and the general public; and
- Ability to learn and follow District procedures, standards and policies.

Experience
Three years of responsible experience in maintenance of accounting or statistical data.

Education
Equivalent to completion of the twelfth grade, preferably supplemented by courses in financial record keeping or informal education sufficient to facilitate performance of job duties.

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