

HEMET UNIFIED SCHOOL DISTRICT

1791 West Acacia Avenue, Hemet, CA 92545 - (951) 765-5100

ACCOUNTING TECHNICIAN I

JOB SUMMARY

Under supervision, to perform clerical work of average difficulty in the specialized areas of compiling, checking, and recording financial or statistical records. This is the entry level class to the Accounting Technician series. Positions in this class are assigned to work locations which attend a volume of financial-clerical related work. Incumbents complete assignments within a framework of established procedures and standards where work which does not fit a pattern is referred to a higher level accounting class. An incumbent may be assigned to an accounting function where they have responsibilities for the primary data processing function for the department in addition to other accounting clerical responsibilities; perform essential job duties and responsibilities and other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Assemble, match, sort, tabulate, check, and file numerical data; type documents such as warrants, registers, lists, financial reports, envelopes, and forms; proof reads statistical and financial data;
- Make routine arithmetic calculations such as figuring percentage discounts and sales tax;
- Verify extensions and tabulations;
- Audit documents for accuracy such as checking account codes, prices, and extensions;
- Post to worksheets and account records;
- Balance records to control figures;
- Prepare a variety of correspondence and reports;
- Insert and extract materials from established files;
- Operate adding, calculating, bookkeeping, data entry and other business machines;
- Enter reports and data into programmable calculators and/or computers;
- Duplicate, collate, staple and distributes materials;
- Complete form letters and compose simple correspondence;
- May contact County Offices, District personnel and vendors to obtain or provide routine materials;
- Gather and compile information and assists in the preparation of reports;
- May assist or relieve at other desks;
- Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic methods and practices of financial record keeping work;
- Modern office methods, procedures and operation of standard business office machines including the use of a computer;
- General public relations;
- Basic arithmetic;
- Correct English usage, spelling, grammar, and punctuation.

Ability to:

- Perform financial clerical work of average difficulty;
- Make arithmetic calculations with speed and accuracy;
- Detect errors by proofreading and auditing work;
- Learn a variety of methods and procedures;
- Operate business equipment such as adding, calculating, bookkeeping and data entry machines quickly and efficiently;
- Type at a rate to effectively perform the typing duties required of the position;
- Learn and utilize new and current technologies;
- Understand and carry out oral and written directions;
- Communicate clearly, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work.

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ACCOUNTING TECHNICIAN I

(Continued)

EMPLOYMENT STANDARDS (Continued)

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school, including or supplemented by courses in general bookkeeping and business office machines.

Experience: Two (2) years experience in financial record keeping work, or similar duties requiring some use of arithmetic and treatment of statistical data.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job duties and responsibilities listed above.

Physical Demands: Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files & phone (continuously); lift/carry office supplies up to 10 pounds (occasionally), to 30 pounds (infrequently); use seeing, hearing and speaking.

Working Conditions: School office and grounds. Exposure to: inside/outside temperature swings, use of office equipment & supplies, proximity to alarms.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

EMPLOYMENT STATUS

Bargaining Unit Position
Range 28

January 2015

