



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 W. Acacia Ave., – Hemet, CA 92545-3637 - (951) 765-5100

**ACCOUNTING TECHNICIAN II - Purchasing**

**JOB SUMMARY**

Under general supervision by the Director, to compile, process and maintain accounting and statistical records for one or more specialized accounts; and perform essential job duties and responsibilities and related work as may be required. Positions in the Accounting Technician II class perform account work of above average difficulty wherein independent action and the use of judgment is required within a framework of established procedures. Positions in this class are distinguished from the class of Accounting Technician I by the assignment of more difficult work, greater use of discretion, and generally by a lesser degree of supervisory review of completed work. Incumbents may have functional responsibility for a segment of financial records such as accounts payable, accounts receivable, employee benefits, workers' compensation, and/or mandated costs accounts. No one individual in this class will necessarily perform all of the duties listed below.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Process employee leave requests; post and file employee benefit records, requests and action reports;
- Maintain financial records including general and subsidiary ledgers;
- Prepare and file employer's reports of occupational injury, worker's comp claims and make proper sick leave and salary adjustments; may work with risk management issues;
- Post, check, balance and adjust accounts, including various encumbrances, expenditures and receipts;
- Process financial documents, attendance and enrollment records and/or employee benefits, screen for accuracy and adherence to legal and procedural requirements, and carries out procedural processing;
- Post, compile, audit and balance accounts and financial data;
- Compile, compute and prepare a variety of reports such as for Special Education, State Mandated costs, attendance, enrollment and class size;
- Process and complete accounts payable procedures for payment including monitoring and auditing balances;
- Maintain a variety of records for tax purposes;
- Contact vendors regarding refunds and credits due the district, incorrect invoicing and problems with payments;
- Maintain school expenditure accounts and file by fund account;
- Process enrollment forms based on fringe benefits for employees such as life, health, dental, visual care insurances, answer questions and may act as liaison between employees or retirees and insurance carriers; audit and up-date employees' eligibilities;
- File, process paperwork and maintain tax shelter account records;
- Contact District personnel and County offices to obtain and provide information and data, and to resolve problems;
- Prepare withheld returns from quarterly contributions to unemployment insurance, withheld income tax, and employee wages;
- Monitor district asset inventory.
- Process contracts and purchase orders.
- Prepare and mail requests for quotations.
- Contact vendor for prices and delivery quotes and information.
- Recap quotations upon receipt considering brand, packaging, price and delivery schedules.
- Originate and process applicable purchase orders for warehouse stock.
- Compute tax for unit of issue.
- Operate a variety of office equipment including adding machine, calculator, computer, scanner, copy/fax machine;
- Type correspondence, memos and reports;
- May maintain credit records, prepare invoices, maintain detailed aged receivables, follow-up on unpaid invoices, and perform bank reconciliations for district accounts;
- Perform other related work as may be required.

**HEMET UNIFIED SCHOOL DISTRICT**

**ACCOUNTING TECHNICIAN II - Purchasing**  
(Continued)

**EMPLOYMENT STANDARDS (Continued)**

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

- Methods, practices, and terminology commonly used in bookkeeping and financial accounting, including those of an assigned area of responsibility;
- Modern accounting office practices and procedures;
- Basic requirements for input to computer accounting systems and utilization of computer prepared reports;
- Report preparation and formats;
- General public relations;
- Office machines and equipment including the use of a computer;
- Correct English usage, spelling, grammar and punctuation.

**Ability to:**

- Perform a variety of accounting functions without immediate supervision;
- Prepare, review and interpret financial statements and related summaries and reports;
- Make complex arithmetic calculations;
- Learn and utilize new and current technologies;
- Communicate clearly, both orally and in writing;
- Type at a rate sufficient to effectively perform the typing duties required of the position;
- Use a variety of accounting office equipment including bookkeeping, calculating and adding machines;
- Understand and carry out oral and written instructions;
- Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

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

**Experience:** Three (3) years of current, increasingly responsible and varied experience involving financial and statistical records, OR acceptable experience equivalent to an Accounting Technician I in the Hemet Unified School District.

**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 30

January 2015