



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

ACCOUNTING TECHNICIAN II - Transportation

JOB SUMMARY

Under general supervision by the Director of Transportation or designee, compiles, processes, reconciles and maintains accounting and statistical records for one or more specialized systems. Accounting Technician II – Transportation performs account work of above average difficulty wherein independent action and the use of judgement is required within a framework of established procedures. Incumbents may have functional responsibility for items such as time, leave and attendance. May assist with departmental budgetary items.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Organize, prepare, maintain, and reconcile all necessary time, leave and attendance documents, systems and records;
- Regularly run periodic reports, and as requested, run payroll, leave, time record, and other reports;
- Navigate and operate all departmental accounting system programs including, but not limited to, absence management and time record systems;
- Work with staff from other departments on accounting and/or time, leave and attendance, and risk management related items;
- Act as a liaison between Transportation employees and District payroll, leave, and attendance staff;
- Design, recommend or implement changes in accounting, recordkeeping and budgetary system procedures and improvements;
- Assist all levels of staff with technical and procedural assistance concerning District tracking and record keeping processes;
- Advise other accountants and may coordinate work of other lower level accounting specialists and clerks;
- Respond to employee accounting requests for information;
- Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine, adding machine;
- Type clear correspondence, memos and reports;
- Coordinate, plan and organize the maintenance of accounting and budgetary items including accounts receivable, contracts, financial reports, and special projects;
- May assist with department budgetary items;
- Screen employee time records for accuracy and adherence to legal and procedural requirements;
- Contact partner districts and vendors to address any necessary billing items.
- Plan, develop and maintain accounting and financial information storage and records retrieval systems;
- Interpret contracts to assure accurate billing;
- Make recommendations on the formulation of new or revised transportation fiscal related processes;
- Perform other related work as may be required.

EMPLOYMENT STANDARDS

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;
- Office machines and equipment including the use of a computer;
- Correct English usage, spelling, grammar and punctuation.

ACCOUNTING TECHNICIAN II - Transportation

(Continued)

EMPLOYMENT STANDARDS (Continued)

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;
- Use a variety of accounting office equipment including bookkeeping, calculating and adding machines;
- Understand and carry out oral and written instructions;
- Type at a rate sufficient to effectively perform the typing duties required of the position;
- Establish and maintain effective working relationships with those contacted in the course of work.
- Access and use District-adopted web-based systems.

EDUCATION AND EXPERIENCE

Education:

- Equivalent to graduation from high school required;
- Courses in bookkeeping, accounting and business office procedures preferred.

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

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSO) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSO encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management Department.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
12 Month - Range 30

May 2022