



HEMET UNIFIED SCHOOL DISTRICT

1791 West Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

ACCOUNTING TECHNICIAN III - Facilities

JOB SUMMARY

Under direction to perform varied and increasingly responsible clerical work involved in fiscal transactions such as accounts payable, payroll, budget, and receivable, records and reports; and to do related work as required. Positions at this level are characterized by the responsibility assigned in connection with the more difficult clerical features of accounting operations and the degree of independent judgment involved in interpreting and applying procedures and precedents to specific cases. Incumbents are located in the District Facilities Office, report to the Director of Facilities/Planning, and are assigned tasks of handling accounts and related activities. Employees at this level must have an extensive knowledge and skill in financial and statistical transactions that enable them to perform complex types of work with a minimum of supervision. May provide technical direction to Accounting Technicians I and Accounting Technicians II and perform essential job duties and responsibilities and other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Carries responsibility for an assigned specialized function or a complex phase of a fiscal area;
- Gathers, assembles, tabulates, proofs, extends, verifies, balances, summarizes and posts fiscal and related data;
- Audits and adjusts source documents, budget appropriations and similar statistical data;
- Checks and codes data according to prescribed procedures;
- Receives, audits, and processes invoices and assembles and matches purchase order, receiving and other supporting documents for major district accounts, including general, special or similar project fund budgets;
- Assists with the preparation of regular and special fiscal and tax reports;
- Assists with the preparation of the budget;
- Makes mathematical computations;
- Files documents, reports and records;
- Operate a variety of office equipment including a computer, scanner, printer, calculator, copy/fax machine, adding machine;
- Answers questions and provides information;
- Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Methods and practices of financial record keeping;
- Modern office methods and procedures;
- Basic mathematical, ledger, statistical procedures;
- General public relations;
- Correct English usage, spelling grammar, and punctuation;
- Filing and office clerical activities; operation of calculator, computers, and other standard office equipment.

Ability to:

- Perform financial clerical work of above average difficulty;
- Make arithmetical calculations with speed and accuracy;
- Type at a rate sufficient to effectively perform the typing duties required of the position;
- Follow work & safety procedures and written & verbal instructions;
- Work co-operatively with coworkers/ customers (in person & by phone);
- Demonstrate good judgment & good problem-solving skills;
- Work autonomously;
- Organize tasks, set priorities & meet deadlines;
- Perform simple & complex repetitive tasks;
- Learn and utilize new and current technologies;
- Manage multiple tasks;
- Respond appropriately to direction & changes in the work setting.
- Operate office equipment such as calculators, computers, adding machines, computer, and "ten-key" by touch;
- Interpret and resolve problems occurring in the natural flow of work;

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ACCOUNTING TECHNICIAN III - Facilities

(Continued)

EMPLOYMENT STANDARDS (Continued)

Ability to: (Continued)

- Audit and tabulate, balance, reconcile and extend data;
- Understand and carry out oral and written direction;
- 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 high school or college level courses in bookkeeping, budget and principles of accounting.

Experience: Four (4) years of increasingly responsible experience in office clerical work involving responsible account, financial, or statistical records maintenance.

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 requirements indicated below are examples of the physical aspects that this position classification must perform in carry out the essential duties and responsibilities of the position.

Physical Demands: Sitting (continuously); stand, walk, bend, stoop, push, pull (occasionally); possible stairs; repetitive hand activities within close reach, such as keyboard, mouse, handwriting & file management (continuously); lift/ carry office supplies, up to 10 pounds (occasionally); use seeing, hearing and speaking.

Working Conditions: Indoor office setting with individual cubicles; exposure to usual office sounds, office dust & (possible) odor of perfume or room deodorizer.

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 37

January 2015