



Hemet Unified School District
1791 W. Acacia Ave., Hemet, CA 92545 - (951) 765-5100

ACCOUNTING TECHNICIAN III – Fiscal Services

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 Accounting Office, report to the Director of Fiscal Services, 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; perform essential job duties and responsibilities as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Carry responsibility for an assigned specialized function or a complex phase of a fiscal area;
- Gather, assemble, tabulate, proof, extend, verify, balance, summarize and post fiscal and related data; audit and adjust source documents, budget appropriations and similar statistical data;
- Check and code data according to prescribed procedures;
- Receive, audit, and process invoices and assemble and match purchase order, receiving and other supporting documents for major district accounts, including general, special or similar project fund budgets;
- Assist with the preparation of regular and special fiscal and tax reports;
- Assist with the preparation of the budget;
- Make mathematical computations;
- File documents, reports and records; Answer questions and provide information;
- In payroll organize, prepare, and maintain all payroll record information for classified and certificated personnel, prepare payroll input data for county processing and receive county printouts;
- Check printouts and advise county of amendments, changes or corrections;
- Receive and process appropriate documents authorizing employment or termination, change of status, tax, and insurance deductions, leaves and overtime;
- Maintain central records on attendance, leaves, comp time, seniority hours, and deductions;
- Process and distributes payroll warrants and W-2 forms;
- Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine, adding machine;
- Perform other work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Methods and practices of financial record keeping;
- Modern office methods and procedures including filing systems and software programs;
- Basic mathematical, ledger, statistical procedures;
- Office machines and equipment including the use of a computer and adding machines;
- General public relations;
- Correct English usage, grammar, spelling, and punctuation.

Ability to:

- Perform financial clerical work of above average difficulty;
- Make arithmetic calculations with speed and accuracy;
- operate office equipment such as calculators, computers, "ten-key" by touch and adding machines;
- Interpret and resolve problems occurring in the natural flow of work;
- Audit and tabulate, balance, reconcile and extend data;
- Understand and carry out oral and written directions;
- Establish and maintain effective working relationships with those contacted in the course of work;

HEMET UNIFIED SCHOOL DISTRICT

ACCOUNTING TECHNICIAN III – Fiscal Services

(Continued)

EMPLOYMENT STANDARDS (Continued)

Ability to: (Continued)

- 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;
- Manage multiple tasks.

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; have an acceptable driving record; and must be insurable at standard rates by 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 classification must perform in carrying out the essential duties and responsibilities of the position.

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 and phone (continuously); lift/carry office supplies up to 10 pounds (occasionally); to 30 pounds (infrequently); use seeing, hearing, and speaking.

Working Conditions: Indoors office setting; Exposure to inside/outside temperature swings, moderate noise from office equipment, office dust and fumes or airborne particles.

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

February 1999