



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

### **ACCOUNTING TECHNICIAN III - Payroll**

#### **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 the essential job duties and responsibilities and other related work 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, balances, 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 provides information;
- Perform other related work as may be required.

#### **In Payroll**

- Organize, prepare, and maintain all payroll record information for classified and certificated personnel, prepare payroll input data for county processing and receives county printouts;
- Check printouts and advise county of amendments, changes or corrections;
- Receive and process appropriate documents authorizing employment or termination, changes of status, tax, and insurance deductions, leaves and overtime;
- Maintain central records on attendance, leaves, comp time, seniority hours, and deductions;
- Process and distribute payroll warrants and W-2 forms;
- Operate a variety of office machines and computers including a computer, printer, scanner, calculator, adding machine, copy/fax machine.

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

##### **Ability to:**

- Perform financial clerical work of above average difficulty;
- Make arithmetic 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;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Learn and utilize new and current technologies;
- Communicate clearly, both orally and in writing;

HEMET UNIFIED SCHOOL DISTRICT

**ACCOUNTANT TECHNICIAN III – Payroll**

(Continued)

**EMPLOYMENT STANDARDS (Continued)**

**Ability to: (Continued)**

- Understand and carry out oral and written directions;
- Demonstrate good judgment & good problem-solving skills;
- Work autonomously;
- Organize tasks, set priorities & meet deadlines;
- Perform simple & complex repetitive tasks.
- Manage multiple tasks;
- Respond appropriately to direction & changes in the work setting.
- Operate office equipment such as calculators, computers adding machines, and “ten-key” by touch;
- Interpret and resolve problems occurring in the natural flow of work;
- Audit and tabulate, balance, reconcile and extend data.

**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 aspect that this position classification must perform in carry out the essential job duties and responsibilities listed above.

**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 job.

**EMPLOYMENT STATUS**

Bargaining Unit Position  
Range 37

January 2015

