

**Oroville Elementary School District
Job Description**

JOB TITLE: ACCOUNTS TECHNICIAN

SALARY LEVEL:	35	DIVISION:	Classified
DEPARTMENT:	Business Office	LOCATION:	District Office
REPORTS TO:	Assistant Superintendent, Business		
APPROVED BY:	Board of Trustees	DATE:	February 22, 1995
		REVISED	October 23, 1996
		REVISED	September 26, 2001
		REVISED	November 28, 2012
		REVISED	February 14, 2018

SUMMARY: The Accounts Technician serves in a supportive role to the Assistant Superintendent in processing purchase orders, accounts receivables, accounts payables, incoming equipment, and instructional materials. Gives authoritative information to management team or the public as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Determines eligibility for payment of all invoices by vendor warrant keypunched through the Butte County Superintendent of Schools on-line system. Processes warrants for mailing and maintains accounts payable files.

Uses fund coding for all invoices and materials due for payment and/or journal entries. Maintains accuracy of encumbrance listing.

Assists Assistant Superintendent in contacting vendors, issuing purchase orders, maintaining purchase order list, and keeping records for copier leases, maintenance contracts, and insurance certificates. Codes purchase orders for payment.

Contacts vendors for credit, refund, or replacement for merchandise returned, defective, lost, or shorted in shipment.

Processes and receives funds from State, Federal and local sources and accounts for such funds received, using proper bookkeeping procedures and accounting principles. Receipts money received and prepares deposits to the Butte County Superintendent of Schools. Completes and submits various reports as required for the school board agenda.

Handles revolving checking account, prepares checks, maintains documentation for replacement of funds, deposits money in the bank, and cancels or stops payment on lost checks. Journals

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transfers from sites for postage and copy paper costs.

Maintains and replenishes petty cash fund.

Bills school organizations for materials purchased.

Submits reports and payments to Board of Equalization for out of state sales tax due.

Verifies accuracy of information reported to IRS on form 1099.

Maintains balance in account and refills postage meter in District office to process mail.

Processes transportation requests and coordinates such requests with the Oroville High School Transportation Department.

Orders supplies and arranges for repairs of photocopier machines and phone systems.

Registers staff for conference/workshops and helps with travel arrangements (i.e. booking flights/lodging).

Processes facility use agreements and new vehicle purchase agreements and insurance certificates.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma; 5 years related experience in accounting and/or training; or equivalent combination of education and experience. Experience in an administrative office or school district office setting is highly desirable.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively one-on-one basis with staff, parents, and students. Communicate with sensitivity, confidentiality, and accuracy.

CLERICAL SKILLS: Ability to proofread documents and correct any misuse of grammar, spelling, punctuation, etc. Compile and maintain accurate and complete records and reports. Have a pleasant phone voice and demeanor. Take accurate and complete messages.

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MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations. Function well in emergencies and well under pressure. Accept directions and intelligently follow instructions. Work cooperatively with the public, administration, pupils, and fellow employees.

CERTIFICATES, LICENSES, REGISTRATIONS:

Typing Certificate: 45 W.P.M. Net
Computer Skills in Microsoft Windows, including Word, Excel or comparable software programs. Knowledge of electronic mail functions.

OTHER SKILLS AND ABILITIES: Ability to interact with staff members and general public in an open, friendly business-like manner. Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications. Ability to perform all tasks without close supervision. Ability to learn specific rules, laws, and policies and apply them with good judgement in a variety of procedural matters without immediate supervision. Ability to devise improvements where possible. Knowledge of accounting procedures.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must have the ability to stand for extended periods of time; mobility to move around an office, open space, and on uneven surfaces; ability to bend, twist, stoop, kneel, and balance; ability to reach in all directions; ability to work at a desk or conference table; and the ability to hear, understand speech, and communicate so others are able to clearly understand.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this

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job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate.

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