

**Corning Union High School District  
Job Description**

**JOB TITLE: Accounting Technician**

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<b>Salary Range:</b> 19		<b><u>DEPT./FAMILY:</u></b> Administrative Assistant
<b>Immediate Supervisor:</b>	<b>Chief Business Officer</b>	<b>Approved By:</b> Board of Trustees

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**DEFINITION:**

Under minimal supervision from the Chief Business Officer performs specialized accounting work required in the preparation and maintenance of District financial records relating to purchasing, Accounts Payable & Receivable, journal entries, spreadsheets, employee records and other accounting functions as required. This is a skilled and technical position.

**ESSENTIAL FUNCTIONS:**

- Receipt in purchases and match up invoices for payment.
- Compare outstanding invoices to monthly statements.
- Code all invoices and set up batches for approval for checks to be cut.
- Reconcile bank statements.
- Works with staff to make sure expenditures in their accounts are correct.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Works collaboratively with auditors, outside agencies, and District employees.
- Explain billing invoices and accounting policies to staff, vendors and clients.
- Resolve accounting discrepancies.
- Interact with external auditors in completing audits.
- Order products and supplies for the business office as needed.
- Process Accounts Payable documents in the financial system for payment.
- Compile monthly and annual accumulation data and prepare reports.
- Files and organizes financial records, scan all invoices and back up for data storage and file hard copies.
- Process all incoming checks against outstanding invoices and code to correct departments.
- Invoice customers for various activities.
- Fill out quarterly sales and use forms, and quarterly fuel tax reports.
- Prepare a variety of required monthly, quarterly and annual reports.
- Enter and file deposits as requested.
- Maintain confidentiality of records.
- Operate computer, complex software applications and communication devices.
- As required, serves as direct support to the CBO in assistance and preparation of various budgeting functions, such as: processing and monitoring of spreadsheets, data entry.
- Perform related duties and responsibilities as assigned

**ENVIRONMENT:**

- Office environment: subject to constant interruptions.

**PHYSICAL REQUIREMENTS:**

- Dexterity of hands and fingers to operate a computer and office equipment, sitting or standing for extended periods of time, walking to various sites at the assigned school, kneeling and bending, reaching horizontally and overhead to retrieve and maintain files and to store supplies and records, lifting and carrying

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Approved:

objects weighing up to 30 pounds, and hearing and speaking to exchange information in person and on the phone.

**REPRESENTATIVE DUTIES:**

- Assist staff members in use of financial software.
- Attend various meetings and trainings ~~at County office.~~
- Serve as Assistant to Chief Business Officer with assignments and projects.
- Greet and assist incoming parents, student, public and staff.
- Accept and process deliveries to District.
- Teacher check out at the end of the school year.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Modern office methods and procedures, including the use of computerized systems and software.
- Modern office equipment and communications systems.
- Make complicated mathematical calculations rapidly and accurately.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to Accounting Systems.
- Work independently with minimal supervision.
- Speak, read write and communicate effectively.
- Plan and organize work to meet schedules and deadlines.
- Prepare and maintain accurate and complete records.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**QUALIFICATIONS:**

- High School diploma or equivalent required; some college /technical preparation desirable.
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Minimum 2 years of accounting or bookkeeper experience.
- **Demonstrated clerical and computer experience**

**LICENSE OR CERTIFICATE REQUIREMENTS:**

- Possess a valid California Class C driver's license.