



ACCOUNTING TECHNICIAN

GENERAL RESPONSIBILITIES

To perform paraprofessional accounting/auditing/bookkeeping work of more than average difficulty, often within a single function; may supervise, train, and direct clerical employees in the maintenance of accounting records and financial reporting procedures as well as assisting with research, analysis, development, and summarization of financial information for audit and financial reporting purposes.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Review and reconcile various accounts.
- Review and compile data for financial statements and reports; assist in the year-end closing and audit of financial records.
- Assist in the development, interpretation of policies and procedures.
- Assist with research, analysis, development and summarization of financial information for audit and financial reporting purposes.
- Ensure compliance with applicable policies, regulations and procedures related to functional area.
- Verify, sort, and file various financial related reports.
- Provide support to schools and departments in the use of processes and procedures.
- Communicate effectively with various departments, schools, and vendors on expenditure information and/or payment status.
- Keep abreast of the latest developments and innovations in technology processes, changes, and software upgrades.
- Perform related work as required

DUTIES ASSIGNED TO SPECIFIC JOB FUNCTIONS

Accounts Payable Audit Function, Procurement Card, Travel

- Process and oversee the analysis of audit compliance with applicable policies and procedures in the following software systems: Bank of America's Works program, Buyspeed, InSITE, and all types of employee reimbursements in LaserFiche.
- Process procurement card, Buyspeed, payroll, and print shop interfaces, monthly or as required.
- Assist with the processing of documents related to employee reimbursements and cash receipts; review journal entries and financial information for accuracy.
- Process all information necessary to ensure that employees, schools, and departments are reimbursed in an accurate and timely manner.
- Ensure reconciliation of transactions related to travel and procurement card entries.
- Audit all documentation related to employee travel expenditures.
- Audit the required percentage of procurement card expenditures as require and any additional audit functions as necessary.
- Analyze and review general ledger entries for accuracy and compliance prior to posting the information to the ledger.
- Provide guidance and training to schools and departments concerning accounts payable policies, procedures, and controls.
- Develop, evaluate and monitor accounts payable audit procedures on a division-wide basis; make recommendations for improvement as necessary



School Business Audit Function

- Work in the capacity of an interim bookkeeper at various schools on an as needed basis.
- Assist in the preparation and updating of procedures and guidelines in the *Business Manual for School and Central Offices*.
- Under the guidance of the School Business Assistant; assist with troubleshooting accounting issues at school sites; recommend solutions and procedural changes, if needed.
- Collaborate with School Business Assistant to gather and report on Unclaimed Property for schools.
- Assist in the reconciliation of draw accounts, grant accounts, etc. for school sites.
- Assist with the processing of purchase requisitions, updating of outstanding student receivable accounts and preparing financial reports for schools.
- Assist with the preparation of meeting and training materials for presentation to bookkeepers.

KNOWLEDGE, SKILLS AND ABILITIES

Excellent computer skills; good understanding of School Board Policy and knowledge of accounting and bookkeeping principles, practices, and procedures; ability to defend the decisions on all levels while maintaining a thorough knowledge of policies regulations, and procedures; ability to apply and communicate accounting and/or bookkeeping principles while working effectively and building working relationships with internal and external persons. Ability to establish and follow detailed work procedures; ability to post accounts and perform mathematical computations with speed and accuracy; ability to work independently and under pressure; ability to prepare and maintain computerized records and systems; ability to work with deadlines; ability to work on a variety of projects while maintaining the quality of work and attention to detail; ability to analyze, organize, coordinate, and prioritize daily duties to facilitate work flow efficiency. Must have excellent oral and written communication skills.

EDUCATION AND EXPERIENCE

High School Diploma with an Associate’s Degree in Accounting, Business, Finance or related field preferred. Experience working with MS Office Suite, Enterprise Resource Planning systems, procurement, and accounting software, required.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None

SPECIAL REQUIREMENTS

- Possession of Accredited Payables Specialist (APS) certification preferred
- Knowledge of School Funds Online (SFO) Accounting Software
- Possession of a valid driver’s license

FLSA status: Non-exempt	Description: 7/15, 2/16, 5/16
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