

DUBLIN UNIFIED SCHOOL DISTRICT

ACCOUNTING TECHNICIAN I

GENERAL DESCRIPTION

Under general supervision, perform entry level clerical work in connection with maintaining and verifying financial records; and perform all other related duties as assigned.

EXAMPLE OF DUTIES

Receive, process, account for, and deposit monies from a variety of sources including reconciliation of statements; prepare and/or reconcile student body reports; process payments, reconcile invoices to orders, and verify accuracy of accounts and amounts; prepare accounts receivable invoices and maintain journals; under supervision, perform routine payroll tasks including filing and warrant distribution; maintain facility use files and billing records; perform routine stores tasks, inventory, and data entry; assist in gathering data for school student body accounts and financial records.

MINIMUM REQUIREMENTS

Knowledge of:

- Principles and practices of general accounting.
- Office procedures and data entry.

Ability to:

- Read, write and communicate in English.
- Use computers.
- Learn and follow district procedures, standards, and policies related to operations.
- Perform general clerical work, do posting, and make mathematical calculations with speed and accuracy using a calculator.
- Type 35 words per minute from clear copy.
- Provide proof of freedom from tuberculosis.

TRAINING AND EXPERIENCE

One year of office experience.

SALARY PLACEMENT

Range 12

Under Review 06/98