

DUBLIN UNIFIED SCHOOL DISTRICT

ACCOUNTING TECHNICIAN II

GENERAL DESCRIPTION

Under general supervision, perform general accounting functions and maintain accounting, statistical, or financial records; and perform all other related duties as assigned.

EXAMPLE OF DUTIES

Maintain journal records and accounting books; receive, process, account for, and deposit cash funds from a variety of sources; process payments and reconcile invoices to orders, verifying that amounts and accounts are accurate; prepare accounts receivable invoices and deposit monies; process routine purchase orders under supervision; assist in audit of school student body account and financial records and in the collection of mandated costs data; match district purchase orders with invoices received from vendors.

MINIMUM REQUIREMENTS

Knowledge of:

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

Ability to:

- Read, write and communicate in English.
- 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.
- Learn and correctly interpret and apply policies, procedures, and regulations pertaining to assigned programs and functions.
- Read, understand, and apply district budget, accounting, and fiscal procedures and policies.
- Use word processing and spreadsheet programs on the district computers.
- Type 35 words per minute from clear copy.
- Provide proof of freedom from tuberculosis.

TRAINING AND EXPERIENCE

One year of experience in accounting or financial record keeping (two years' experience as Accounting Technician I may be substituted).

SALARLY PLACEMENT

Range 16