

DUBLIN UNIFIED SCHOOL DISTRICT

ACCOUNTING TECHNICIAN III

GENERAL DESCRIPTION

Under general supervision, perform technical work of financial record keeping; compile financial records; process payments in compliance with internal office procedures and other regulations; responsible for technical accounting duties that are assigned; exercise initiative and understanding of generally accepted accounting principals and internal office procedures, policies, rules, and requirements imposed by regulatory agencies; and perform all other related duties as assigned.

EXAMPLE OF DUTIES

Match district purchase orders with invoices received from vendors; audit vendor invoices for proper extensions, taxes, discounts, and totals; audit purchase orders as to proper accounting code and compliance with internal office procedures and policies; prepare transactions to initiate payment of verified invoices and maintain payment records; maintain follow-up files for back-ordered items and outstanding orders; act as liaison between vendor and district in resolving purchase order and/or invoice discrepancies; maintain updated record of personal service payments as required by the Internal Revenue Service.

MINIMUM REQUIREMENTS

Knowledge of:

- Office, data entry, and accounting procedures.
- Data entry using computers.

Ability to:

- Read, write, and communicate in English.
- Use a ten-key calculator.
- Type 40 words per minute from clear copy.
- Work cooperatively with others, and deal graciously with the public.
- Operate appropriate computers.
- Provide proof of freedom from tuberculosis.

TRAINING AND EXPERIENCE

One year of experience with accounting tasks.

SALARY PLACEMENT

Range 20

Revised 5/98