

DUBLIN UNIFIED SCHOOL DISTRICT

ACCOUNTING TECHNICIAN IV

GENERAL DESCRIPTION

Under limited supervision, coordinate the work of others and/or personally perform complex and responsible financial record keeping work; prepare and assist in the preparation of financial statements, reports, and proposals; and perform all other related duties as assigned.

EXAMPLE OF DUTIES

Coordinate and/or personally perform complex calculations relating to various district expenditures; prepare periodic reports for district staff and outside vendors; serve as a contact person with other departments and district personnel on financial matters; research complex problems to their conclusion and work with district personnel to assure resolution of such problems; prepare clear and accurate financial reports.

MINIMUM REQUIREMENTS

Knowledge of:

Principles, procedures, methods, practices, and terminology used in financial record keeping and reporting.

Principles and practices of data collection and report preparation.

Ability to:

Read, write, and communicate in English.

Analyze financial information and prepare accurate reports.

Make mathematical calculations with speed and accuracy.

Prepare and maintain complex and confidential financial records and reports.

Understand and carry out oral and written directions.

Plan and organize work to meet schedules and deadlines.

Demonstrate proficiency in district-standard word processing and spreadsheet applications.

Type 40 words per minute from clear copy

Provide proof of freedom from tuberculosis.

TRAINING AND EXPERIENCE

Minimum of three years of increasingly responsible experience in the maintenance of financial or statistical records; previous experience in school finance preferred.

SALARLY PLACEMENT

Range 22

Revised 5/98