

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

ACCOUNTING TECHNICIAN

DEFINITION:

Under the direction of Principal, perform a variety of technical accounting duties in the review, evaluation, and adjustment of assigned accounts; maintain, audit, and reconcile assigned accounts; prepare, maintain, and assure accuracy of various financial records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of technical accounting duties in the review, evaluation, and adjustment of assigned accounts; provide technical accounting support for various accounts and functions such as accounts payable, accounts receivable, payroll and purchasing; audit accounts for errors and make appropriate adjustments.
- Maintain, audit, and reconcile assigned accounts; assemble, match, sort, tabulate, check, and post a variety of financial and statistical data including income and expenditures; review, adjust, and assure accuracy of journal entries; balance and adjust accounts.
- Review, process, and evaluate purchase orders, warrants and invoices as assigned; prepare invoices for payment; verify invoices, and match with purchase orders; issue and distribute accurate payments to purchase orders as directed.
- Input a variety of financial and statistical data into a computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets, and generate a variety of computerized reports and statements; assure accuracy of input and output data.
- Research, compile, prepare, and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports, and files related to accounts, income, expenditures, transfers, purchase orders, invoices, budgets, and assigned activities.
- Process accounts receivable; reconcile cash accounts; receive, verify, and process deposits; check money totals against receipts and invoices to assure accuracy; prepare invoices and arrange for billings as directed.
- Process and evaluate various forms and applications as assigned; compare and reconcile forms, statements, records, reports, and other financial documents; identify errors and resolve discrepancies; initiate account transfers as needed.
- Compile, research, and evaluate a variety fiscal information related to assigned fiscal functions; assemble and distribute related materials; assure mandated reports are submitted to appropriate agencies according to established time lines.
- Assist designated departments and programs in the maintenance and evaluation of budgetary records and data; monitor funds for income and expenditures; calculate, prepare, and revise budgetary data.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a calculator, computer and assigned software.
- Perform various clerical duties in support of assigned functions as required; prepare routine correspondence.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and three (3) years clerical accounting experience.

Licenses and other Requirements:

- Criminal Justice Fingerprint/Background Clearance.

Knowledge of:

- Methods, procedures, and terminology used in technical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- General accounting and business functions of an educational organization.
- Policies and objectives of assigned programs and activities.
- Use and processing of requisitions, purchase orders, invoices, and related documents.
- Preparation, review, and control of assigned accounts.
- Data control procedures and data entry operations.
- Modern office practices, procedures, and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience, and courtesy.
- Arithmetic computations.

Ability to:

- Perform a variety of technical accounting duties in the review, evaluation, and adjustment of assigned accounts.
- Maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive accounting reports and statements.
- Verify, balance, and adjust accounts.
- Review, process, evaluate, and verify a variety of financial information.
- Identify, investigate, and resolve financial errors and discrepancies.
- Monitor and audit income and expenditures.
- Assemble, organize, and prepare data for records and reports.
- Reconcile, balance, and audit assigned accounts.
- Compare numbers and detect errors efficiently.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Perform arithmetic calculations quickly and accurately.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

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