

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: ACCOUNTING TECHNICIAN****BASIC FUNCTION:**

Under the direction of an administrator, perform a variety of technical accounting and fiscally related function. Review, analyze and maintain funds and accounts; review, monitor, and audit fund record management activities; prepare, maintain and assure accuracy of various financial records and reports.

**ESSENTIAL DUTIES:**

- Perform a variety of specialized and technical accounting duties in the review, analysis, maintenance and adjustment of designated funds and accounts; process and verify various financial forms and documents; assist with balancing accounts.
- Review, monitor, and audit fund record management activities, accounting and budget records of District funds, including encumbrances, invoices, liabilities, cost transfers, budget transfers, and related transactions.
- Prepare, maintain and assure accuracy of various financial records and reports in support of accounts and activities; arrange, post, and balance financial data, and prepares trial balance and financial statements; prepare district cash flow projections.
- Compile, verify, and prepare account and budget transfers related to funds; process budget and expense transfers and journal vouchers to County Treasurer on between fund transfers.
- Maintain various auditable records related to income, expenditures and accounts including logs, journals and ledgers.
- Review, audit and monitor accounts receivable and payable.
- Review and reconcile bank statements.
- Review and audit purchase order prelist; monitor accounting purchasing processes in accordance with County, State and Federal requirements. Process time reporting; review, audit and monitor mandated reports.
- Generalized warrant management.
- Research and collect data.
- Develop spreadsheets and generate a variety of computerized lists and reports.
- Assist with special projects and reports.
- Prepare or assist in the preparation of a variety of reports required by Federal, State, and County agencies.
- Process, review and monitor Associated Student Body.
- Process, review and monitor District attendance.
- Communicate with District personnel and outside agencies to resolve issues.
- Operate a variety of office equipment; drive a vehicle to conduct work.
- Perform general clerical support duties.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE/ABILITIES**

Principles and methods of accounting, budget planning and control, technical report preparation, and internal audits processes.

California school accounting legal mandates, practices, and procedures.

Complex and technical financial and statistical record-keeping techniques.

District organization, operations, regulations, policies and objectives related to position.

Budgeting practices regarding monitoring and tracking.

Interpersonal skills using tact, patience and courtesy.

Understand and follow oral and written directions.

Compute mathematical computations rapidly and accurately.

Methods, practices, and procedures pertaining to accounting and fiscally related record management systems.

Bank deposits and statement reconciliation processes.

Perform a variety of specialized and technical accounting duties in the review, analysis, maintenance and adjustment of designated funds and accounts.

Interpret and effectively communicate accounting and budget control policies, regulations, and guidelines.

Perform and maintain accurate technical financial record keeping.

Purchase order processes.

Reconcile, balance and audit accounts.

Meet schedules and timelines.

Type and enter data accurately.

Communicate effectively both orally and in writing.

Work in a fast-paced, high volume environment with frequent interruptions.

Establish and maintain effective working and cooperative relationships with others.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and supplemented by college-level coursework (12-semester units) in a related field and four years of experience in accounting, finance, position/budget control or a closely related field.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.

See to read a variety of materials.

Hear and speak to exchange information.

Sit for extended periods of time.

Bend at the waist, kneel or crouch to file materials.

Lift and carry objects weighing up to 10 pounds.

Push and pull objects up to 35 pounds.