

RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: ACCOUNTING TECHNICIAN (Range 31)

BASIC FUNCTION:

Under direction, to perform and supervise technical sub-professional accounting work and fiscal clerical work in connection with keeping or checking financial, statistical, attendance or fiscal records; and to do other related work as required.

REPRESENTATIVE DUTIES:

Set up, supervises, and participates in the maintenance of journals, subsidiary, and general ledgers of financial transactions and similar financial records, and prepares analytical reports on revenues, expenditures and federal projects. **E**

Prepares data processing input documents, analyzes, corrects, and updates data processing print-outs. **E**

Maintains ancillary, general statistical and cost records. **E**

Prepares, processes and compiles materials which require the analysis of complex source material and a thorough familiarity with policies, procedures, terminology, and various applicable laws in order to obtain the necessary data. **E**

Compiles a variety of narrative and statistical statements, analyzes, and reports, locating sources of information, devising forms to secure data, and determining proper format of finished product. **E**

Verifies the accuracy of deposit receipts. **E**

Answers questions that involve searching for and abstracting technical data and detailed explanations of laws, policies, or procedures, referring matters requiring policy decisions to a supervisor, supervises or is personally responsible for a relatively complex statistical recordkeeping operation. **E**

May supervise the work, assist in the selection of and train clerical subordinates. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The purposes, methods, and practices of technical financial recordkeeping work; account classification and accounting entries.

ABILITY TO:

Prepare financial reports and to maintain ledgers and journals; independently perform varied and responsible technical accounting assignments; analyze data and draw logical conclusion; type at an acceptable rate of speed; and establish and maintain effective relationships with others.

EDUCATION:

Any combination equivalent to the completion of two years of college level accounting or business training including principles of accounting. Three years of responsible experience in financial, statistical, or fiscal recordkeeping work. Two years of additional qualifying experience may be substituted for the required education.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time,

Dexterity of hands and fingers to operate a computer keyboard and calculator.

Seeing to read various statistical data.

Bending at the waist to retrieve materials.