

ANTELOPE ELEMENTARY SCHOOL DISTRICT
Position Description

POSITION: Accounting Technician

TERMS OF EMPLOYMENT: Confidential, 220 Days

REPORTS TO: Chief Business Officer

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent required; some college /technical preparation desirable.
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Minimum 2 years of accounting or bookkeeper experience.
- Demonstrated clerical and computer experience

GENERAL SUMMARY

Under minimal supervision from the Chief Business Officer performs specialized accounting work required in the preparation and maintenance of District financial records relating to purchasing, accounts payable & receivable, journal entries, spreadsheets, employee records and other accounting functions as required. This is a skilled and technical position.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Receipt in purchases and match up invoices for payment.
- Compare outstanding invoices to monthly statements.
- Code all invoices and set up batches for approval for checks to be cut.
- Reconcile field trip, music, library, equipment, fundraising, and classroom accounts.
- Works with staff to make sure expenditures in their accounts are correct.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Works collaboratively with auditors, outside agencies, and District employees.
- Explain billing invoices and accounting policies to staff, vendors and clients.
- Resolve accounting discrepancies.
- Interact with external auditors in completing audits.
- Order products and supplies for the business office as needed.
- Process Accounts Payable documents in the financial system for payment.
- Compile monthly and annual accumulation data and prepare reports.
- Files and organizes financial records, scan all invoices and back up for data storage and

file hard copies.

- Oversee E-Rate discounts and annual setup.
- Process all incoming checks against outstanding invoices and code to correct departments.
- Invoice customers for various activities.
- Receive, verify, and process purchase requisitions as assigned; assure accuracy and completeness of order information and proper authorizations; inspect order paperwork for accuracy and completeness; assist departments with generating of purchase orders.
- Fill out annual sales and use forms, and annual fuel tax reports.
- Prepare a variety of required monthly, quarterly and annual reports.
- Enter and file deposits as requested.
- Maintain confidentiality of records.
- Operate computer, complex software applications and communication devices.
- As required, serves as direct support to the CBO in assistance and preparation of various budgeting functions, such as: processing and monitoring of spreadsheets, data entry.
- Prepare annual 1099 information for TCDE.
- Perform related duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Modern office methods and procedures, including the use of computerized systems and software.
- Modern office equipment and communications systems.
- Make complicated mathematical calculations rapidly and accurately.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to Accounting Systems.
- Work independently with minimal supervision.
- Speak, read write and communicate effectively.
- Plan and organize work to meet schedules and deadlines.
- Prepare and maintain accurate and complete records.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

ENVIRONMENTAL CONDITIONS

- Office environment: subject to constant interruptions.

CONTACTS

Daily contact with District staff, community members, outside agency personnel, and members of the general public.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.