

**Account Technician**

**Qualifications**

Experience: Job related experience is preferred

Education: Associate's degree OR 2 years of related work experience

**PERFORMANCE RESPONSIBILITIES:**

1. Compiles financial information related to work assignments for the purpose of providing required documentation and/or processing information.
2. Processes payroll related data (e.g. time sheets, withholding information, etc.) for the purpose of updating information, authorizing timely payment, and/or complying with established payroll practices.
3. Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
4. Maintains financial information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
5. Monitors account balances and related financial activity for the purpose of ensuring that financial information is accurate and in compliance with established financial practices.
6. Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.
7. Maintains detailed files and employee records for the purpose of ensuring accurate and complete documentation of payroll/personnel transactions.
8. The performance responsibilities and duties may change at any time depending on the needs of the school and/or district.

**TERMS OF EMPLOYMENT:** 12 months per year, 8 hours per day - the district will determine the annual calendar for this position.

**EVALUATION:** All jobs will be evaluated on a formal basis at least once per discretion of the supervisor.

**Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, rules and regulations; operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; and performing accounting procedures.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; and computer skills.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience/Education:** A minimum of two years of work experience, or; an Associate's degree

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Non-Exempt

**Salary Grade:** SK on the Support Staff salary schedule.

June 2020