

ORANGE UNIFIED SCHOOL DISTRICT

ACCOUNTING TECHNICIAN II

DEFINITION

Under direction - performs specialized and technical financial or accounting record duties in budget, food service, attendance, general ledger or comparable responsibilities; assists on other technical areas and in specialized assignments; and does related work as required or assigned.

Representative Duties

Assists in compiling data for annual budgets, including the projection of income and expenditure data; assists in coordinating budget revisions; codes budget accounts and assists and coordinates the establishment of budget classifications when budget is approved; works closely with EDP, schools, and operating departments by providing technical advice in utilizing budget plans and in reconciling current budget operations; assists in budget preparation and advises on specifically funded projects and programs.

Receives, audits and balances reports from school attendance offices, including special schools. Compiles attendance data and information into a variety of monthly and annual District-wide attendance reports as required; types all attendance reports and obtains approving signature; compiles and issues annual attendance calendar; provides training and in-service assistance by telephone and personal visits to attendance offices; composes and types memos to school attendance personnel regarding procedures, reports and changes; gathers assemblies, analyzes and checks financial and statistical data as required for enrollment, contracts, budgets, and similar areas.

Posts and balances general ledger, audits to County detail, and prepares income statements; audits County detail to expenditure ledger and makes necessary corrections; assists in audit of computer print-out of financial statements; initiates journal vouchers to County for various changes and corrections; verifies school and office budget balance or requisitions for purchasing; verifies budget codes of purchase orders; answers telephone regarding budget and balances.

Audits, balances, and prepares for posting all cafeteria incomes; extends and checks cafeteria incomes; extends and checks cafeteria invoices and prepares for posting and issues checks for payment of all cafeteria accounts payable; prepares balance sheets for all cafeterias and District-wide operations; prepares profit and loss statements for each cafeteria. Balances cafeteria checking accounts; prepares abatement reports from schools; counts and deposits funds for District cafeterias, and prepares similar reports. Prepares monthly State and Federal reimbursement reports under the National School Lunch and Breakfast Programs, including total income and total costs. Coordinates the tabulation of all food services hourly employee time sheets and absence reports, and forwards to District Payroll Office.

Organizational Responsibilities

Positions in this class report to a classified supervisor or manager and are responsible for one or more complete, District-wide fiscal activities. It is distinguished from Accounts Section Head in

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that direct supervision of personnel is not a primary responsibility, but has greater responsibility than a Senior Account Clerk, in that a number of technical activities are performed and coordinated, and is comparable to a full-charge bookkeeper in the private sector.

ENTRANCE QUALIFICATIONS GUIDE

Training and Experience – Equivalent to:

Graduation from high school, supplemented by some college level training in accounting, bookkeeping, or business administration; and

Three years of responsible office work in accounting, bookkeeping, purchasing, or fiscal records-keeping, involving accountability for independent activities.

Equivalencies: Two years of college training in accounting/bookkeeping, business management, or similar fields, may substitute for one year of the experience to a maximum of two years. Two years of California school district experience in responsible budget, cafeteria, or district accounts work, may substitute for the three years of experience.

Knowledges and Abilities

Good knowledge of: bookkeeping principles and procedures; ledger procedures, trial balances and financial reporting; financial records-keeping, processing of financial records, and records-checking; English and arithmetic; operating business computers and calculators, safe working methods and procedures.

Familiarity with: budgeting principles, and financial reporting procedures; standard accounting procedures and terminology; audit practices; school district organization.

Ability to: compile and analyze financial and statistical data; make arithmetic calculations and check written and statistical records; quickly and accurately; follow oral and written directions; use good English and explain and communicate effectively with other desks and offices on new procedures; take responsibility for accuracy or work completed; work effectively with minimal supervision.

Skills

Typing: 35 wpm

Calculators: Standard Operation