

## CAJON VALLEY UNION SCHOOL DISTRICT

### **CLASS TITLE: ACCOUNTING TECHNICIAN**

#### **BASIC FUNCTION:**

Under the supervision of a Director and general direction of the Fiscal Services Manager, perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; perform budgetary and expense tracking, cost accounting and projections for assigned programs; maintain, audit and reconcile assigned accounts; prepare, maintain and assure accuracy of various financial records and reports; train and provide work direction to assigned staff.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; perform budgetary and expense t(m)-Dajournal entries; balance and adjust accounts.

Train and provide work direction to assigned staff; monitor, review work and lead others in areas related to billings, receivables, payables and customer accounts; assist staff with resolving



- Assemble, organize and prepare data for records and reports.
- Reconcile, balance and audit assigned accounts.
- Compare numbers and detect errors efficiently.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Perform arithmetic calculations quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school or equivalent, supplemented by two years of college-level course work in accounting or related field and three years increasingly responsible clerical work in accounting, budgeting and financial reporting.