

**LIBERTY UNION HIGH SCHOOL DISTRICT
ACCOUNTING TECHNICIAN**

DEFINITION

Under the general supervision of the Chief Business Officer, performs a wide variety of the most difficult technical accounting functions in the maintenance of the District financial records; assists in the completion of local, county, state, and federal reports as required; audits work of accounts payable and receivables, and other related duties as assigned.

EXAMPLES OF DUTIES

Organize and direct functions and operations of purchasing responsibilities and procedures with site and department requirements; Receive and process purchase requisitions and reviews them for appropriate authorization, coding sufficient budget appropriations, and takes proper action if they do not comply; knowledge of the California State Accounting Manual and the importance of the District's compliance; standardize purchasing throughout District, monitor contracts from beginning to notice of completion and resolve disputes, changes, substitutions requests, and payment authorizations; making journal entries and budget transfers when necessary; gathers data and prepares the attendance and sales tax reports; assists in the completion and monitoring of the tentative and adopted District budgets, annual audit, all district, city, county, and state financial reports, and maintains supporting files; monitors the accounts payable and receivable process so all liabilities and receipts are current and accurate; compiles and maintains an accounts receivable ledger; deposits revenues in proper accounts as received; makes monthly journal entries to allocate cost to areas using services for duplicating, stores, transportation, copies, etc.; assist the CBO in assembling information for financial statements and for the annual budget.

QUALIFICATIONS

Knowledge of:

Principles and practices of bookkeeping and financial record keeping at the full charge level.
General accounting and invoice auditing, including the preparation of financial statements and reports.
Familiarity with Education Code, Public Contract Code, and Governing Board policies.
Procedures for general fund accounting.
General office procedures, filing systems and standard office equipment.
Principles of supervision and training.

Ability to:

Prepare and maintain complex financial and statistical reports.
Make complex arithmetical calculations quickly and accurately.
Operate a variety of office equipment.
Read and understand financial records, reports, and technical and legal materials.
Work independently and exercise good judgement.
Train employees on completing requisition processes.
Prepare clear and accurate financial statements and reports and analyze accounting data, including estimates, invoices and reports.
Understand, carry out, and give oral and written instructions.
Maintain cooperative working relationships with those contacted in the course of work.
Interpret, apply and explain rules, regulations, policies and procedures.

Experience:

Three years of increasingly responsible fiscal record keeping experience, preferably including experience in a school district.
Any combination of training and experience that could likely provide the desired knowledge and abilities.

Education:

High school diploma.
College coursework in accounting, AA, or better preferred.

Approved by:
LUHSD Governing Board of Trustees
April 22, 2015

CLASSIFIED SALARY SCHEDULE
RANGE: 54