

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: Account Technician I

Job Purpose Statement/s: The position of Account Technician I is done for the purpose/s of providing, under supervision, support to accounting functions; complying with district financial obligations; providing financial information/instructions and/or support to other personnel; and providing financial services and processing of financial functions on a timely basis.

Essential Job Functions:

- Informs personnel and/or vendors regarding required documentation and/or procedures to convey information necessary to complete transactions.
- Maintains various fiscal information, files and records, i.e. accounts payable, end of year accounts payables, warehouse requisitions, purchase orders, contracts, etc., to provide an up-to-date reference and audit trail for compliance.
- Prepares documentation, i.e. records of income, expenditures, correspondence, etc., to provide written support and convey information.
- Processes various fiscal information, i.e. data input of invoices, reimbursements etc., to update information and/or authorize final action in compliance with accounting requirements.
- Reconciles cash receipts to maintain accurate account balances and comply with related policies, practices and regulations.
- Researches discrepancies, i.e. packing slips, purchase orders, account coding, etc., to ensure accuracy and provide an audit trail for compliance.

Other Job Functions:

- Assists other personnel as may be required to support them in the completion of their work activities.
- Participates in various meetings and staff development for the purpose of sharing information and/or improving skills/knowledge.
- Perform other job related duties as may be assigned.

Job Requirements - Qualifications:

Education and Experience Requirements:

- High School diploma or equivalent
- 2 years prior job related experience.

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Skills, Knowledge Abilities and/or Physical Requirements:

- Skills to operate standard office equipment including use of computer applications to enhance essential job functions; communicate clearly and effectively; use English in both written and verbal form; use correct spelling, grammar and punctuation; perform basic arithmetic calculations.
- Knowledge of standard accounting requirements; standard office equipment; computer applications to complete essential job functions.
- Abilities to sit for prolonged periods; work under minimal supervision with attention to detail; understand and carry out oral and written instructions; interact positively with persons of different age groups and cultural backgrounds; learn new procedures; prioritize and appropriately schedule workload or tasks to meet established timelines; work independently. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near/far visual acuity.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculin Clearance.

Reports To: Director of Fiscal Services/Purchasing or Child Nutrition Supervisor

Work Year: 12 months

Salary Placement: CSEA Salary Schedule Range 9.5

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy and Evaluation of Classified personnel and the CSEA Contract.

Board Approved: July 21, 1998

Revised: January 19, 2010 (Title revised from Account Clerk I)