

**ACCOUNTING TECHNICIAN/ASSET ANALYST**Job Summary:

Under the direction of the Chief Business Officer, the Accounting Clerk / Asset Analyst is expected to know, understand, perform, and be responsible for a variety of complex financial tasks related to district accounting and business practices; clerical work in connection with maintaining financial and statistical records; and performs other duties as assigned.

Qualifications:Required:

- Three or more years of experience in the maintaining or reviewing of financial records
- Completion of high school supplemented by courses in bookkeeping and business practices
- Typing at a rate of 40 words per minute from clear copy containing a large percentage of numerical figures and tabular data
- Any comparable combination of experience, education, and proven ability or potential.

Desirable:

- Previous related experience in a public school system or institute of higher education

Knowledge and Ability:

1. Knowledge of all office equipment related to this position
2. Ability to apply double entry bookkeeping methods
3. Ability to follow oral and written directions
4. Ability to learn policies, procedures, laws and regulations pertaining to the work.
5. Ability to carry out regular assignments independent of close supervision
6. Ability to be pleasant, cooperative, and tactful in working with others.
7. Ability to operate accounting and business software systems
8. Make mathematical computations with speed and accuracy
9. Know and understand district policies and procedures related to accounts payable, assets inventory and voluntary deduction processing
10. Knowledge of general accounting principles and procedures

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Maintain ledger systems, perform financial posting, and keep various financial records.
2. Prepare warrant requests.
3. Audit-employee reimbursement claims and prepare for payment
4. Compare, schedule, indexes and file bills, vouchers, and warrants.
5. Prepare and check various statistical or accounting tables and reports.
6. Prepare and type accounting statistical reports on Federal and State programs.
7. Prepare written correspondence related to duties.
8. Provide information to callers on a variety of matters.
9. Interpret and apply rules and regulations as appropriate.
10. Prepare and process invoices, purchase orders, requisitions and other documents.
11. Track-assets through object code and enter data into asset system.
12. Assist the administration in developing and updating procedures and policies
13. Prepare and process documents to create district procurements
14. Assemble district documents in preparation of vendor payments
15. Assist staff with research related to best prices for merchandise
16. Monitor account codes of district purchases to determine the accuracy
17. Determine if a district purchase requires recording in the districts asset system
18. Prepare entry documents for the asset system and record assets
19. Reconcile general ledger to districts fixed asset system
20. Prepare, reconcile, mail, and file employee voluntary deduction payments

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Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results.
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter.
4. Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone.
7. Physical ability to lift, bend, stoop, and to reach overhead.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.