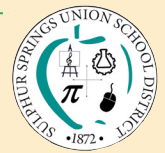




# Sulphur Springs Union School District

## Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School  
Leona Cox Community School  
Pinetree Community School

Fair Oaks Ranch Community School  
Mint Canyon Community School  
Sulphur Springs Community School

Golden Oak Community School  
Mitchell Community School  
Valley View Community School

## ACCOUNTING/BUDGETING TECHNICIAN

### DEFINITION

Under direction, to perform responsible technical-level work in maintaining and processing accounting/budgeting records in an automated environment; to read, interpret, analyze, and prepare data to support annual and interim budget and expenditure projections; to have a high level of sensitive communication with District staff; and to perform related work as required.

### CLASS CHARACTERISTICS

Positions in this class perform responsible and technical accounting/budgeting processing and record keeping as a primary assignment. Incumbents may perform other accounting and financial record keeping and business office administrative support work. Incumbents at this level are expected to have an understanding of the district accounting/budgeting system at a level necessary to understand the relationship of their work to the total system. In addition to accounting/budgeting skills, incumbents at this level need interpersonal relationship and communication skills necessary to communicate information effectively orally and in writing. Incumbents work with a high level of independence in performing assigned accounting/budgeting functions. In addition, incumbents are expected to use initiative to resolve accounting/budgeting problems and to problem-solve when changes in regulation or District reporting requirements necessitate changes in procedures. Positions in this class are designated confidential under the provisions of the EERA. Incumbents are required to maintain the strict confidentiality of information related to the district's employer/employee relations activities.

### EXAMPLES OF DUTIES

*The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.*

Assume wide range of responsibility for budget support function; create and maintain monthly and periodic financial and statistical analysis spreadsheets; select and apply appropriate budget account codes for classification and reporting of costs; monitor and review budgets of schoolsite accounts to assure funds are adequate to cover expenditures; assure expenditures are charged against proper accounts or else reclassify transactions as necessary; post annual and interim budget detail to agree with budget revision documents, distribute monthly data processing reports to principals and department managers, and file other monthly financial reports.

Resolve accounting/budgeting disputes; communicate with school and departmental staff to expedite accounting/budgeting processing and problem resolution; interface with personnel staff to obtain and verify information, correct discrepancies and expedite accounting/budgeting-related transactions.

Assume full range of responsibility for accounts payable function; verify satisfactory receipt of goods or services prior to payment; receive and audit invoices and packing slips; match with purchase orders; calculate and process invoices for payment; calculate and accrue sales tax when appropriate; input payment information on computer to generate warrant; obtain authorized signature and mail warrants; maintain files of paid warrants; respond to inquiries and resolve discrepancies with appropriate parties; prepare commercial warrant register listing for each Board Meeting approval; prepare records for annual audit, and store files for information retrieval.

File accounting/budgeting reports, correspondence, and other accounting/budgeting-related documents; sort, review, and distribute accounting/budgeting checks and documents.

Research, gather, tabulate, assemble, analyze, summarize, and reconcile accounting/budgeting-related information and records; screen documents for accuracy and completeness; check and correct discrepancies; return documents to originator/file.

Assemble and maintain confidential files for management use in negotiations.

Prepare and assist in the preparation of accounting/budgeting statements, projections and reports; reconcile computer-generated and manual reports with control figures.

Perform ongoing quality control and auditing functions to ensure that accounting/budgeting transactions are properly recorded and that adjusting and/or correcting entries are timely.

Answer telephone and written inquiries and give out authoritative information on records maintained; answer telephone, transfer calls, and take messages. Verify vendor and payment or journal entry information.

Operate various office machines, including a computer terminal, printer, typewriter, calculator, photocopier, and other standard office machines; spreadsheet, database, and standard software to input, format, sort, and extract information.

Maintain logs, lists, and files; file in alphabetical and numerical order. Duplicate, collate, staple, and distribute materials. Prepare, post, total and summarize manual and computer spreadsheets. Keyboard lists, notices, forms, reports, routine correspondence, and other accounting/budgeting-related documents.

Assist in the performance of complex and technical accounting/budgeting assignments; maintain a variety of financial and statistical records as mandated by County, State and Federal agencies in areas of assignment as required.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

## **QUALIFICATIONS**

### ***Knowledge of:***

Methods, practices, and terminology used in automated accounting/budgeting record keeping and processing.

Data processing as it relates to financial and statistical record keeping.

Basic methods, practices and terminology used in school accounting.

English usage and grammar.

Computer software related to accounting/budgeting record keeping.

Advanced computer terminal and microcomputer operating techniques related to accounting/budgeting record keeping, database, spreadsheet, and text processing.

Modern office equipment and procedures.  
Applicable codes and regulations.  
Business mathematics.  
Telephone etiquette.  
Customer service practices and protocols.

**Ability to:**

Perform responsible, technical accounting/budgeting work with a high degree of accuracy and attention to detail.  
Collect, interpret, and analyze accounting/budgeting-related data, identify problems, evaluate alternative solutions and prepare sound recommendations.  
Perform work in accordance with established guidelines and strict time lines.  
File in alphabetical and numerical order.  
Compare numbers and detect errors.  
Operate office equipment, including a 10-key calculator, by touch method, and computer terminal accurately and efficiently.  
Operate a typewriter-style keyboard to key numbers, letters, and symbols, accurately and efficiently.  
Use advanced functions of standard and technical accounting/budgeting-related computer software proficiently.  
Make arithmetical calculations with speed and accuracy.  
Read, understand, and interpret written information, such as contract agreements, accounting manuals, and applicable provisions of the Education Code.  
Deal tactfully and calmly with administrators and staff.  
Communicate effectively orally and in writing.  
Maintain the strict confidentiality of privileged and sensitive information, and labor relations “confidential” information (as defined by EERA)  
Understand and carry out oral and written instructions.  
Establish and maintain effective relationships with those contacted in the course of work.

**TRAINING AND EDUCATION**

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is two years of responsible experience performing technical accounts payable and accounting/budgeting work in an automated systems environment. College accounting course work preferred.

**PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT**

*The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.*

## PHYSICAL DEMANDS

**Vision:** (which may be corrected)  
Read small print  
See small objects at a distance of 2'  
View a computer screen for prolonged periods

**Hearing:** (which may be corrected)  
Understand speech over a telephone

**Speech:**  
Speak with a level of proficiency and volume to be understood over a telephone

**Upper Body Mobility:**  
Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow

Extend arms to reach outward and upward

Use hands and arms to lift objects, turn, raise, and lower head

**Lower Body Mobility:**  
Sit for prolonged periods of 30 minutes

**Strength:**  
To lift, push, pull and/or carry objects which weigh as much as 15 pounds on a frequent basis

**Environmental Requirements:**  
Constant work interruptions

Work independently

Work cooperatively with others  
Work around others  
work  
Work inside

**Mental Requirements:**  
Read, write, understand, interpret, and apply moderately complex information for successful job performance

Math skills at an advanced level  
Comparing

## ASSOCIATED TASKS

**To Perform Tasks Such As To:**  
Read accounting/budgeting printouts  
View data on computer screen  
Input data, create spreadsheets and reconcile reports

**To Perform Tasks Such As To:**  
Explain accounting/budgeting information to vendors and employees

**To Perform Tasks Such As To:**  
Respond to questions from vendors and employees

**To Perform Tasks Such As To:**  
Use a 10-key calculator, input data into computer, turn pages in reports, and assemble paperwork and fasten with staples and paper clips  
Reach for reference materials, files, and across desk  
Look at computer screen and desk top

**To Perform Tasks Such As To:**  
Enter data to computer

**To Perform Tasks Such As To:**  
Pick up reference book, binders, and accounting/budgeting reports

**To Perform Tasks Such As To:**  
Respond to telephone calls and answer questions from vendors and staff  
Perform assigned duties without constant monitoring  
Resolve problems, obtain information  
Perform accounting/budgeting and other in an office  
Perform work in an office setting

**To Perform Tasks Such As To:**  
Read, understand, interpret, and apply accounting/budgeting information

Reconcile and balance accounts  
Match documents to payments

Compiling  
Analyzing  
Learn quickly and follow verbal procedures and  
procedure  
standards  
Listen  
  
Write/compose

Gather information for reports  
Review accounting/budgeting activity  
Respond to changes in policy and

Understand concerns of vendors and  
employees  
Compile reports

5/2006