

ACCOUNTING TECHNICIAN I

(Range 111)

DEFINITION

Performs a variety of technical accounting activities in the areas of accounts payable, maintaining a variety of accounts, general ledgers, financial records and reports and other duties in support of the Business Office.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Finance Director.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Processes a variety of accounts relating to the progress of accounts payable transactions.
2. Inputs documents into computerized accounting program.
3. Prepares billings for mailing.
4. Posts information to ledgers, journals and reports, totaling and balancing figures, proofing data and correcting as required, and preparing bank deposits.
5. Ensures account numbers on invoice input forms are legitimate revenue account numbers.
6. Assists vendors, District staff and management by providing fiscal information, explaining procedures, and answering questions.
7. Performs general clerical duties, including typing, maintaining files and records and processing mail.
8. Matches and reconciles invoices and statements, identifies past due invoices, requests invoice copies from vendors, and determines payment status with department responsible for purchases.
9. Establishes new vendors; solicits tax identification numbers and properly classifies payments according to tax reporting requirements.
10. Reviews payment requests to verify approvals, accuracy of supporting documents, appropriate use of purchase orders, correct account numbers, budget sufficiency, and exclusion of sales tax.
11. Sorts payment requests numerically by vendor and enters invoices into automated financial system for payment; reviews date and corrects errors prior to printing checks; downloads data files and generates checks; verifies checks and payment requests for accuracy and special instructions.
12. Prepares and maintains documentation packets to support each payment.
13. Maintains accountability for check stock, signatures for check pick up and other

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internal controls.

14. Interacts extensively, in person, over the telephone, and via e-mail with district staff and management, outside agencies and vendors to research payment status, encumbrances, open purchase orders, and payment histories.
15. Receives and enters monthly journal entries from various departments.
16. Receives and verifies employee claims for travel expenses.
17. Inputs information into computer system or manually prepares forms to produce payments; reconciles and prepares payment requests for non-purchase order expenditures such as utility and contract payments.
18. Examines and verifies a wide variety of financial documents and reports.
19. Utilizes personal computer and associated software.
20. Performs a variety of clerical duties including typing, filing, and maintaining files and records.
21. Operates office equipment including but not limited to: adding machine/calculator, copy machine, telephone, facsimile machine, and check writing-signing machine.

Marginal Functions:

1. Works on special projects as assigned.
2. Prepares and distributes monthly Board of Trustees' compensation.
3. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Modern office methods and procedures.
2. Accounting principles and practices as they pertain to accounts payable.
3. Library District and Business Office policies and procedures.
4. Library District terminology and functions.
5. Record keeping and filing principles and methods.
6. Basic arithmetic.
7. Correct English usage, spelling, punctuation, and grammar.

Ability to:

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1. Apply Business Office policies.
2. Be decisive in routine and non-routine problem solving in accordance with Library District and Business Office policies and procedures.
3. Maintain fiscal and clerical records.
4. Generate accurate reports.
5. Accept and manage change and maintain flexibility.
6. Perform multiple tasks concurrently.
7. Work quickly and accurately.
8. Type at a speed necessary to perform the essential functions.
9. Perform basic arithmetic calculations.
10. Work independently in supervisor's absence.
11. Establish and maintain effective working relationships with those contacted during the course of work.
12. Understand and follow oral and written instructions.
13. Communicate clearly and concisely, both orally and in writing.
14. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - bending, stooping, and reaching;
 - sitting for extended periods of time;
 - lifting and carrying;
 - operating assigned equipment.
15. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

16. Use of personal computers and associated software.
17. Use of library and general office equipment.

QUALIFICATIONS

Training and Experience:

High school diploma or GED equivalency required; two (2) years of demonstrated related work experience in bookkeeping, accounts payable, accounting or automated financial management required; experience working in Windows with applications such as Excel, Word, and Access required.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking; frequent lifting and carrying objects of light weight (5 - 10 pounds) and occasional lifting and carrying objects of moderate weight (12 - 20 pounds) and moderately heavy weight (50 - 100 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require sound perception, color perception, visual perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA: NON-EXEMPT

CBA: NON-SUPERVISOR

DEVELOPED: APRIL 17, 1998

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MARCH 8, 1999
APRIL 6, 2000
OCTOBER 10, 2000
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