

Metropolitan Education District
Account Technician



Location:	Metropolitan Education District 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Fiscal Services Manager
Classification:	Classified; CSEA bargaining Unit
Date Approved:	3/14/84, 6/11/97, 6/13/07, 8/17/16
Dates Revised:	
Position Control:	#142200, 142201, Salary Schedule 2, Range 23, 12 Month Work Year

POSITION DESCRIPTION:

Under limited supervision of designated supervisor, monitors, reconciles and performs various financial accounting duties; oversees and directs the work of other accounting/clerical staff; performs related accounting duties as required.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Performs a variety of complex accounting duties such as preparation of bank statement reconciliations, bank deposits, bank transmittals, state and other reports, payroll journals
- Maintains revolving fund financial statements
- Performs accounts payable functions
- Processes budget transfers
- Closes and makes adjusting entries to general ledger and supporting journals and prepares final statement and balance sheets
- Audits summary financial reports
- Performs research using ledgers, journals and other supporting documentation
- May oversee and direct the work of other accounting/clerical staff
- Perform other related duties as required

EMPLOYMENT STANDARDS:

Knowledge of:

- Accounting, payroll and current office procedures and practices
- Full charge bookkeeping procedures
- Computer accounting software

Ability to:

- Audit, maintain and prepare financial reports
- Make calculations with speed and accuracy
- Input and analyze data using an on-line computer system
- Maintain set of books to produce a financial statement
- Maintain accounts payable, accounts receivable and payroll systems
- Produce spreadsheets using computer system software
- Analyze financial records
- Operate office equipment, including calculator and computer
- Work with a minimum of supervision
- Keyboard at 35 wpm
- Understand and carry out oral and written instructions

EMPLOYMENT STANDARDS (continued):

Ability to:

- Communicate clearly in oral and written form
- Interpret and apply District rules and policies with good judgment
- Establish and maintain a cooperative working relationship with those contacted in the course of assigned responsibilities
- Perform work with accuracy and speed
- Understand and carry out oral and written instructions

MINIMUM QUALIFICATIONS:

Experience/Education:

- High School Diploma
- AA/AS degree in accounting/business preferable
- Additional courses in accounting desirable
- Three years of experience in financial or statistical record keeping work, preferably in a school district or governmental accounting office
- Computerized accounting system experience is desirable

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission statement, strategic directions, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 10 pounds and move and transport materials weighing up to 20 pounds

Date: _____

Signed: _____
Employee Signature