

# CHURCHILL COUNTY SCHOOL DISTRICT

## ACCOUNT TECHNICIAN

FLSA: Non-Exempt

Created: 08/2011

Last Revised: 03/2016

### DEFINITION

To perform highly skilled, technical and responsible accounting work in support of a broad range of district-wide operations or programs. Position involves the use of independent judgment and provides fiscal support to the Director of Business Services. Position performs various functions in the District's payroll, accounts payable, general ledger, fixed asset and other financial systems.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Business Services. This position does not exercise supervisory responsibilities.

### DISTINGUISHING CHARACTERISTICS

The Account Technician is expected to have knowledge of all the relevant industry-specific accounting systems and be able to work interchangeably in accounts payable, accounts receivable, payroll, general ledger and budget functions. The position may rotate between the various functions as required by the supervisor.

**ESSENTIAL FUNCTIONS:** *Performance of these functions is the reason this job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Participates in all accounting activities involving accounts payable, accounts receivable, payroll, reconciling, balancing accounts to the general ledger, and posting adjustments to accounts as appropriate and with (approval by supervisor).
2. Assists in budget preparation and maintains budget records. Participate in budget meetings and maintain meeting records including (minutes).
3. Provides support for auditors by compiling audit schedules and answering questions. May assist in providing responses regarding audit findings and recommendations.
4. Prepares grant financial reports and request for funds.
5. Manages the purchasing process for bids for annual goods and services. Assist with monitoring and tracking bids and contracts. Assist with the Request for Proposals (RPF) on large purchases or contracts under the Business Office control.

## CHURCHILL COUNTY SCHOOL DISTRICT

### ACCOUNT TECHNICIAN, continued

6. Orders supplies and equipment for business office as required. Initiates online orders and implement procedures for purchasing from local merchants.
7. Prepares and maintains fixed asset inventories; assist sites to maintain site fixed asset inventories; reconciles annual inventory of items carried in the Warehouse and provides assistance for surplus asset disposal, as needed.
8. Serves as the District's liaison with the workers compensation program; communicate between the site supervisor, injured employee and the insurance representatives to ensure compliance with all requirements.
9. Collects and maintains student activity accounting records, including monthly bank reconciliations and transaction reports.
10. Serves as the security operator for banking operations, including access for transmitting and receiving Automated Clearing House (ACH) transactions check reconciliations and electronic federal tax payments. Responsible for transferring funds to and from the general checking account and investment accounts.
11. Reviews work of other staff for accuracy within the Business Office, including accounts payable and payroll.
12. Establishes, revises and maintains procedures for accounting and financial records. Maintain the filing system and a variety of records.
13. Performs duties associated with the District's accounting system to include serving as the administrator of the system.
14. Provides technical guidance and consultation to business office and District staff by troubleshooting computer problems, investigates and resolves accounting issues; working with user profiles, and levels of access; serves as a liaison with other sites in determining needs assessments and resolving general operating problems and interfacing with the software vendor.
15. Assists in the preparation of reports by gathering and summarizing information from a variety of sources.
16. Attends finance or other meetings when requested by supervisor.

# CHURCHILL COUNTY SCHOOL DISTRICT

## ACCOUNT TECHNICIAN, continued

17. Receives visitors to the business office to respond to requests for information and assistance. Interpret policies and regulations in response to inquiries, assist in the resolution of complaints and refer inquiries as appropriate.
18. Coordinates information and communication as required between departments as related to financial information and business operations.
19. Provides assistance with sale of student built house, as needed.
20. Provides assistance with daily operations including business office reception and mail duties; trains other business office staff or District employees, as needed.
21. Assists with testing of various financial software packages; test the accuracy of the information generated; troubleshoots problems.

**QUALIFICATIONS** - *Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

### **Knowledge of:**

- The principles and practices of governmental accounting and bookkeeping;
- Office practices, procedures, and office equipment usage;
- The basic principles of computer system design and administration;
- District policies, procedures, rules and regulations;
- Budget preparation and monitoring;
- Financial research and report preparation methods and techniques;
- Pertinent Federal, State, and local law, codes, and ordinances;
- Spreadsheet and word processing software; and
- Correct English usage including grammar, punctuation, and vocabulary.

### **Skills to:**

- Examine and verify a wide variety of financial documents and reports;
- Analyze and interpret financial and accounting records;
- Prepare a variety of fiscal reports and analyses;
- Produce accurate pay warrants, documents and related reports; and
- Communicate effectively with others, both orally and in written form.

# CHURCHILL COUNTY SCHOOL DISTRICT

## ACCOUNT TECHNICIAN, continued

### **Ability to:**

- Perform a variety of duties involving use of independent judgment;
- Receive and give information over the telephone or in person in a courteous manner;
- Maintain cooperative working relationships with staff, vendors and public;
- Must be flexible and open to change in duties and requirements;
- Work independently or as team member;
- Operate standard office machines and equipment including computers, typewriters, printers, copiers, calculators, and fax machines with accuracy and speed
- Utilize computer equipment and software to produce financial reports;
- Apply Federal, State, and local laws and regulations pertaining to accounting and auditing activities; and
- Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines** – *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

Four (4) years of technical accounting experience, preferably in a public sector. Additional specialized training in bookkeeping, accounting, automated financial management systems, or a related field is desirable

### **Education:**

Possession of a high school diploma or its equivalent plus Associate Degree in accounting or a closely related field.

### **Required Certifications and Licenses:**

Must possess and maintain a valid Nevada Driver's License.

# CHURCHILL COUNTY SCHOOL DISTRICT

## ACCOUNT TECHNICIAN, continued

**Physical and Mental/Intellectual Requirements:** *The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity and coordination to use keyboard and video display terminal for prolonged periods. Cognitive ability to operate a computer using word processing and databases. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The ability to effectively communicate in person, via telephone or by electronic means as appropriate. May lift objects in excess of twenty-five pounds (25) and occasionally lift or move objects weighing fifty pounds (50) or more.

**Please see chart below indicating specific physical requirements.**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

### PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

| ESSENIAL FUNCTIONS  | LESS THAN<br>25% OF TIME | 25% TO<br>49% OF<br>TIME | 50% TO<br>74% OF<br>TIME | 75% TO<br>100% OF<br>TIME |
|---|--------------------------|--------------------------|--------------------------|---------------------------|
| Sitting   |                          |                          | X                        |                           |
| Standing  | X                        |                          |                          |                           |
| Walking   | X                        |                          |                          |                           |
| Bending/Stooping/Squatting/Twisting                       | X                        |                          |                          |                           |
| Crawling  |                          |                          |                          |                           |
| Kneeling  | X                        |                          |                          |                           |
| Reaching above the body                                   | X                        |                          |                          |                           |
| Reaching away from body                                   | X                        |                          |                          |                           |
| Climbing Stairs   | X                        |                          |                          |                           |
| Climbing while working<br>(ladders, stools, roofs, poles) | X                        |                          |                          |                           |
| Balancing   | X                        |                          |                          |                           |
| <b>Lifting &amp;/Or Carrying objects:</b>                 |                          |                          |                          |                           |
| 50 Pounds or 1/3 Bodyweight                               | X                        |                          |                          |                           |
| Pushing   | X                        |                          |                          |                           |
| Pulling   | X                        |                          |                          |                           |

## CHURCHILL COUNTY SCHOOL DISTRICT

|  |   |   |   |   |
|--|---|---|---|---|
| Grasping/Gripping                        |   | X |   |   |
| Handling                                 |   | X |   |   |
| Applying Torque (arms)                   |   | X |   |   |
| Fine Manipulation                        | X |   |   |   |
| Repetitive Work                          |   |   | X |   |
| Weight Barring                           | X |   |   |   |
| Typing, Keyboarding, or Entering Data    |   |   | X |   |
| Computer Monitor/CRT                     |   |   | X |   |
| Driving a Vehicle                        | X |   |   |   |
| Working Alone                            |   | X |   |   |
| <b>Operating Machinery or Equipment:</b> |   |   |   |   |
| Heavy Equipment                          |   |   |   |   |
| Vibrating Equipment                      |   |   |   |   |
| Power Tools                              |   |   |   |   |
| Machine/Electrical Hazards               |   |   |   |   |
| Ladders > 6 Feet                         |   |   |   |   |
| Personal Protective Equipment            |   |   |   |   |
| Respirator Use                           |   |   |   |   |
| <b>Work Conditions:</b>                  |   |   |   |   |
| High Noises                              |   |   |   |   |
| Heights                                  |   |   |   |   |
| Confined Spaces                          |   |   |   |   |
| Heat Stress                              |   |   |   |   |
| Cold Stress                              |   |   |   |   |
| UV Exposure                              |   |   |   |   |
| Hazardous Chemicals/Waste                |   |   |   |   |
| >8 Hours Per Day                         |   |   |   |   |
| Overtime/Irregular Hours                 | X |   |   |   |
| <b>Senses:</b>                           |   |   |   |   |
| Eyes                                     |   |   |   | X |
| Visual Demanding Work                    |   |   |   | X |
| Near Vision                              |   |   | X |   |
| Far Vision                               | X |   |   |   |
| Depth Perception                         | X |   |   |   |
| Basic Color Discrimination               | X |   |   |   |
| Audio Arms                               | X |   |   |   |
| Ability to Smell                         | X |   |   |   |

# CHURCHILL COUNTY SCHOOL DISTRICT

## ACCOUNT TECHNICIAN, continued

**Working Conditions:** Work is performed under the following conditions.

Position functions indoors in an office type environment where most work is performed at a desk. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

**Employee's Acknowledgment:** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CHURCHILL COUNTY SCHOOL DISTRICT