



ACCOUNTING AND SYSTEMS TECHNICIAN 2

Job Code: 348BE2
Bargaining Unit: 02
Effective Date: 11/20/2001

Description of Work

General Statement of Duties

Performs skilled accounting work maintaining and auditing financial records; serves as system administrator for the financial management system; trains district staff on accounting procedures and performs related duties as required.

Supervision Received

Works under the general technical and administrative supervision of the Chief Accountant.

Supervision Exercised

Supervises lower level accounting and clerical staff.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Maintains district revenue accounts; reconciles district cash; verifies bank statements with computer records; researches errors; determines if bank or district error; corrects as appropriate; reconciles year-end reports.

Supervises the maintenance of the intra school fund; monitors spending; audits revenues and disbursements to ensure compliance with funding guidelines; prepares related financial reports.

Maintains state-aid, property tax and Homestead and Agricultural Credit Aid accounts, including preparing spreadsheets and maintaining current and historic records; contacts county representatives as necessary to resolve discrepancies.

Trains school staff on internal accounting procedures; participates in the review and preparation of the Business Office procedures manual; ensures that Business Office procedures are followed on a daily basis.

Coordinates accounting transactions input and output of district financial management systems including uploading of electronic data from sub-systems; approves and posts batches; runs system reports to maintain system; coordinates month end and year end closings.

Compiles data and prepares various financial reports including the monthly operating statement for the school board.

Prepares interest and investments allocations and related reports; analyzes balances.

Determines that proper accounting procedures and methods are being applied and recommends changes in procedures when appropriate.

ACCOUNTING AND SYSTEMS TECHNICIAN 2

Typical Duties Performed (continued)

Designs, develops and maintains reports on district financial management system.

Designs, develops and maintains accounting systems and procedures.

Provides budget and accounting software development, assistance and training to district staff.

Provides technical, accounting and procedural training, advice and support to district staff.

Supervises lower level accounting and clerical staff.

Acts as system administrator for the financial management system; controls user access and system settings; controls accounting segments; reviews additions or enhancements to system; recommends those that will enhance business procedures; performs related testing.

Recommends and implements new technology relating to finance and accounting, including hardware and software; participates in the on-going implementation of district financial management system.

Knowledge, Skills and Abilities

Considerable knowledge of current governmental accounting principles, theories and practices.

Considerable knowledge of the State Uniform Financial Account Reporting System.

Considerable knowledge of department and school district policies, procedures and rules.

Considerable knowledge of the district financial management systems and microcomputer software applications.

Considerable knowledge of auditing standards and practices.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to analyze and interpret accounting records.

Considerable ability to plan, organize and delegate work.

Considerable ability to establish and maintain effective working relationships with district staff, other agencies and subordinates.

Minimum Qualifications

High school graduation and 40 quarter credits in college level course work in accounting, business, management information systems, microcomputer technology or a related field and five years of experience in a technical accounting position, which includes a minimum of one year of experience administering a computerized financial management system.