AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**TECHNICIAN ACCOUNTING**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**NIS 6**	DUTY DAYS:	**260**	DATE REVISED:	**02/28/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. Position requires a specialized training time period. Three (3) years of related experience is preferred.

SKILL REQUIREMENTS:

Knowledge of bookkeeping principles and practices is required. A bookkeeping test administered by the Department of Talent Strategy is required. A minimum score of seventy (70) for elementary campuses and eighty (80) for secondary campuses and AISD departments is required. This position must possess various office skills, including the use of District computers, spreadsheet applications, and common business machines. Ability to work with numbers in an accurate and rapid manner to meet established deadlines is required. A professional working attitude is required. This position requires the ability to read, write, and converse fluently in English.

JOB PURPOSE AND RESPONSIBILITY:

Under general supervision, maintain complete and systematic records of assigned campus/department financial transactions.

ESSENTIAL FUNCTIONS:

- Check work for errors and accuracy.
- Acquire through various agencies and sources data for file maintenance.
- Check daily registers at the beginning and closing of schools.
- Balance monthly reconciliation for Activity Fund accounts.
- Monitor grant funds, if applicable.
- Secure enrollment reports from schools.
- Work with general ledgers and perform double entry bookkeeping.
- Maintain confidentiality.
- Follow district safety protocols and emergency procedures.
- Assist clerks in schools with questions and problems.
- Compute and record cash receipt summaries. May make daily deposits.
- Receive, review, and monitor expenditures.

- Assist and review journal entries and account reconciliations.
- Compile, review, and process campus /department bank and account reconciliations.
- Create and update training materials.
- Provide training, serve as a resource and technical support to campus staff regarding bookkeeping, account reconciliation, accounting procedures and assistance with consultant and lease purchase contracts if campus based. Review activities and expenditures. Check work for errors and accuracy.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including district computer and peripherals.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work will take place in a standard office environment.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

Incumbent reports directly to the appropriate supervisor of the department. Incumbent will provide guidance to Austin ISD staff, students, and the administration offices.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	