
DURHAM PUBLIC SCHOOLS JOB DESCRIPTION

Job Title: Accounting Technician for Community Education

Division: School Leadership Services

Reports To: Accounting Manager/Budget Analyst of Community Education

Salary: Determined by state classified salary scale, NC07

Status: Full-Time, Permanent, 12 months, exempt

POSITION SUMMARY

The Accounting Technician performs routine bookkeeping duties and is responsible for maintaining accurate financial records, processing payments, supporting departmental operations, and providing high-quality customer service. This role requires strong attention to detail, working knowledge of accounting principles, and the ability to communicate effectively with families, staff, and external agencies. The technician ensures compliance with district policies and Board of Education procedures while contributing to the smooth operation of the department.

DUTIES AND RESPONSIBILITIES

1. Collects, receipts, and reconciles electronic, cash, and check payments from families, vendors, and agencies.
2. Manages customer accounts including tuition billing, registration, refunds, and delinquent collections.
3. Identifies and communicates with delinquent customers for collection of past due payments.
4. Processes financial transactions such as cash receipts, daily deposits, accounts payable, reimbursements, and special billing.
5. Prepares, reviews, and distributes financial reports on a monthly, quarterly, and annual basis; reconciles accounts and monitors department budgets.
6. Maintains accurate and confidential records—both digital and paper—for students, financial transactions, and departmental documentation.
7. Supports payroll functions by processing timesheets, leave balances, extra duty forms, and attendance records using TACS and other systems.
8. Provides administrative support including scheduling, ordering supplies, preparing travel requests, processing expense reimbursements, and coordinating calendar items.
9. Processes and manages requisition orders, reimbursements and accounts payable billings.
10. Respond to phone calls, voicemails and email inquiries, and resolves parent and vendor concerns in a professional and timely manner.
11. Communicates effectively with site managers, analyzes attendance data and sign-in/out sheets for accuracy; processes registrations, supplemental child information, add/withdraw requests, late pick-ups and issues refunds as necessary.
12. Manages communication with the Department of Social Services and other third-party vendors, including voucher reporting, registration data entry, and attendance verification.
13. Generates customized reports and presentations using Microsoft Excel, PowerPoint, and financial software tools.

14. Processes employee Workman's Compensation claims within the required timelines.
15. Ensures compliance with reporting requirements by submitting required documents to local, state, and federal agencies.
16. Assists with surplus property processing, fixed asset reporting, and departmental inventory.
17. Coordinates repairs and maintenance for department equipment such as printers, copiers, and computers.
18. Participates in district and departmental meetings and completes required annual professional development.
19. Performs other duties as assigned by the supervisor.

EDUCATION AND EXPERIENCE

Associate's degree in Accounting, Business Administration or related field with minimum five years of accounting, bookkeeping or clerical /support experience in a public setting or educational environment preferred. Has a thorough knowledge of professional office practices, procedures and use of office software programs. Equivalent combinations of education, training, and experience will be considered.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong working knowledge of accounting procedures and financial systems.
2. Proficient in Microsoft Office (Excel, Word, PowerPoint, Google Drive, OneDrive) and accounting software such as AS400, Sylogist, ProCare, TACS, NC Fast, Infinite Campus and third-party platforms.
3. Exceptional organizational, time management, and multitasking abilities.
4. Ability to prioritize and manage multiple tasks in a fast-paced environment.
5. Ability to remain calm and professional in environment with shifting priorities.
6. Excellent verbal and written communication skills with attention to grammar and detail.
7. Ability to establish effective working relationships with co-workers, employees, department managers, administrators, school personnel and the general public.
8. Demonstrate ability to handle confidential information with discretion.
9. Strong problem-solving and analytical skills.
10. Professionalism, integrity, and ethical conduct in all responsibilities.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Working Conditions:

- Central Office Environment

Physical Demands:

- Must be able to occasionally lift or move objects up to 25 pounds. Requires frequent use of computers, standard office equipment, and occasional standing or walking.



STATEMENT OF PURPOSE

This document provides descriptive information about the above Durham Public Schools position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content of and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Durham Public Schools reserves the right to make changes to this document as deemed necessary without providing advance written notice.