



TECHNICIAN, ACCOUNTING

Rev. July 2025

Job No.: 5601

Reports to: Accountant, Finance Trainer

Dept./Campus: Financial Services

FLSA Status: Non-exempt

Pay Grade: 506

Term: 226 Days

PRIMARY PURPOSE

To perform general accounting work relating to the preparation, administration, and control of district financial resources and deliver high quality customer service and support for campus and department administrative assistants/bookkeepers in the accounting content area to ensure compliance with local, state and federal policies.

MAJOR RESPONSIBILITIES AND DUTIES

- Supports campus and department based general funds, special revenue funds, and activity funds management, including support for the financial software products, including MUNIS, EPES, Edpay, SmartData online, and JP Morgan Access.
- Ability to analyze, interpret, and evaluate financial data and transactions using computerized accounting software.
- Perform routine accounting functions, including preparation and posting of journal entries.
- Review procurement card purchases and monthly reconciliations for accuracy and appropriateness and prepare correcting journal entries as needed.
- Review travel expenditures for proper account coding and required back-up documentation.
- Review and approve Fundraiser Requests.
- Knowledge of Sales Tax Collection and Reporting Processes.
- Perform monthly reconciliation of revenues and expenditures for activity accounts.
- Troubleshoot issues/errors related to activity funds; help ensure proper budget code usage.
- Knowledge of bank reconciliation process.
- Provide support to accounting staff through research and troubleshooting.
- Assist with writing and training of business policies and procedures.
- Perform duties in compliance with District policies, state, and federal regulations.
- Ability to use personal computer and software to develop accounting reports, spreadsheets, and databases.
- Must have strong interpersonal and customer service skills.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree from an accredited university in Accounting preferred.
- Experience in Texas school district accounting.
- Intermediate knowledge of Microsoft Excel preferred.

Knowledge/Skills/Abilities:

- Knowledge of governmental accounting and fund accounting preferable; school district account code system; Texas Education Agency Financial Accountability School Resource Guide (FASRG) preferable; general accepted accounting principle (GAAP); strong mathematical skills and general knowledge of accounting principles; and Excel and Word, PowerPoint, Access, and 10-key by touch a must.
- Skill in oral and written communication; interpersonal relations; organization; attention to details; accuracy; analytical problem-solving; customer service; and responsiveness.
- Ability to manage multiple projects; prioritize work accordingly; and perform basic functions with minimal supervisory assistance.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to add, subtract, multiply, divide and to record, balance and check results for accuracy.
- Ability to compute, analyze and interpret numerical data for reporting purposes.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.