



Tolleson Union High School District #214
Accounting Technician

Purpose

The job of Accounting Technician is for the purpose of performing general accounting support requiring independent judgment and knowledge related to District financial procedures; and performing clerical tasks related to these assignments.

Qualifications

Required:

1. High school diploma or General Educational Development diploma (GED).
2. Must possess and maintain a Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
3. Experience in bookkeeping and/or accounting in an educational setting preferred.
4. Strong oral and written communication skills.
5. Ability to work cooperatively with faculty and staff.
6. Ability to operate standard office equipment.
7. Must possess computer skills including Word, Excel, and Power Point.
8. Ability to maintain confidential materials and information.
9. Excellent telephone skills.

Preferred:

1. Bilingual in English and Spanish.

Essential Functions

1. Assembles financial and statistical data for the purpose of maintaining, updating, and reconciling accounts, paying invoices, and managing encumbrance balances.
2. Assists individuals, school district departments, county, state, and other agencies for the purpose of providing information, interpreting, and applying accounting rules and regulations, resolving disputes and facilitating accounting operations.
3. Assists other personnel for the purpose of supporting them in the completion of their work activities.
4. Compiles statistical and accounting reports, financial statements, and records for the purpose of providing information, obtaining verification of accuracy and/or establishing an audit trail.
5. Documents activities/actions for the purpose of providing accurate record/s and an audit trail.
6. Informs personnel and/or vendors (e.g., required information on invoice, etc.) for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines.

7. Maintains statistical and financial information systems, records, files, inventories, and other accounting records for the purpose of ensuring proper processing of data and providing necessary information on assigned accounts, programs, or special projects.
8. Monitors files including budgets, revenues, expenditures, data, and information (e.g., purchase orders, invoices, insurance billing, etc.) for the purpose of verifying computations and accuracy, assuring proper authorization and appropriate account coding and maintaining audit trail.
9. Processes a variety of fiscal information (e.g., insurance billing, account codes, open purchase invoices, deposits, etc.) for the purpose of ensuring comprehensive and accurate accounting of data and transactions for assigned accounts.
10. Reconciles differences for the purpose of balancing and adjusting accounts, processing documents, and providing for a timely delivery of checks, billing invoices and other accounting related materials.
11. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing standard bookkeeping; preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job include: state and federal accounting/bookkeeping guidelines; and utilizing spreadsheet software applications.

ABILITY is required to schedule activities; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; adapting to changing work priorities; communicating with diverse groups; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and supervising the use of funds.

Utilization of resources from other work units may be required to perform the job's functions. There is a continuous opportunity to affect the organization's services.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is regularly required to talk and hear. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Reports to:	Director of Business Services, Assistant Director of Business Services
Terms of Employment:	Twelve-month assignment, full-time
Evaluation:	This position is evaluated annually as outlined in Governing Board Policy
FLSA:	Non-Exempt
Salary:	Support Staff Initial Placement Salary Schedule, Grade 21
Board Approval:	May 28, 2024 (Revised) February 25, 2025 (Revised)