

OROVILLE UNION HIGH SCHOOL DISTRICT
Job Description

JOB TITLE: SENIOR BUDGET AND ACCOUNTING TECHNICIAN

SALARY LEVEL:	Confidential Unit Range/Factor .880	DIVISION:	Confidential
DEPARTMENT:	Business Services	LOCATION:	District Office
REPORTS TO	Assistant Superintendent (CBO)		
APPROVED BY:	Board of Trustees	DATE:	2/5/14

BASIC FUNCTION: Under the direction of the Assistant Superintendent (CBO), oversees all general business office functions, performs accounting tasks involved in functions such as accounts receivable, general ledger, attendance accounting, abatements, budgeting and financial reporting.

REPRESENTATIVE DUTIES:

- Collect developer fees from the public; disseminate information to the public as requested; process deposits to appropriate elementary school district; keep records on collections as required.
- Verify and review cafeteria meal count and prepare State report within required time lines on a monthly basis.
- Balance and clear cafeteria account of daily deposits of each school on monthly basis; prepare and record information in computerized accounting system as needed.
- Balance and clear District clearing accounts on a monthly basis; prepare and record information in computerized accounting system as needed.
- Account for abatements; close holding accounts and make necessary adjustments and entries.
- Prepare District financial statements; encumber accounts according to District policy.
- Participate in the development and monitoring of the District budget; review purchase orders consistency with budget balance; make budget account changes as necessary.
- Organize and prepare financial items for approval by the Assistant Superintendent (CBO); provide appropriate supporting materials for Governing Board agenda items.
- Coordinate/direct/collect attendance accounting data from schools, verify data, train school site personnel in procedures and completion of forms; travel to school sites to review procedures as necessary; complete timely and accurate reports for submission to State for ADA.
- Assist in the preparation of the annual budget document.
- Reconcile auditor fund balance to monthly financial report sent by BCOE.
- Coordinate the balancing of District and county audit books.
- Provide appropriate personnel with budget procedures and monthly account balances and budget transactions.
- Prepare materials for and assist outside auditors during annual audit.
- Handle revolving checkin account, prepare checks, maintain documentation for replacement of funds, deposit money in the bank.
- Process scholarship checks on an as-needed basis; maintain accounting of interest earned by each scholarship and provide report to each Head Counselor in March; maintain records as required.
- Process cash receipts and "S" transfers for the District on computerized accounting system.

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REPRESENTATIVE DUTIES: (continued)

- Coordinate and prepare special reports and perform special projects on a variety of accounting-related subjects.
- Input preliminary budget, revisions, and other functions in financial system.
- Maintain/reconcile/replenish revolving clearing; and petty cash funds for the District.
- Prepare invoices on behalf of District; monitor collection and record receipts to appropriate accounts.
- Collect and compile data for resolutions. bids, bonds, financial reports, and other materials for Governing Board approval.
- Assist Assistant Superintendent (CBO) in completing office-related tasks; perform a variety of general clerical tasks in support of the Business Services Department, such as composing and typing of correspondence, reports, and maintenance of various files.
- Answer phones; provide information and assistance to District personnel and visitors.
- Work directly with Superintendent, Assistant Superintendent (CBO), and Board of Trustees on confidential personnel, payroll, negotiations, and employee contract matters.
- Collect data and prepare invoices for the School Based Medi-Cal Administrative Activities Program.
- Assist Assistant Superintendent (CBO) with position budgeting.
- Coordinate use of district facilities with the public, sites and staff, calculate and collect use fees. Collect all required paperwork.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Accounting principles, practices and procedures related to accounts receivable, attendance accounting, abatements, budgeting and financial reporting.
- Financial, statistical and fiscal record-keeping principles and techniques.
- Preparation of comprehensive accounting reports.
- Principles, practices and procedures utilized in an administrative office.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience, courtesy, and confidentiality.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures, and equipment including a calculator, fax machine, copier, and printer.
- Telephone techniques and etiquette.
- Operation of computer terminal and District software programs.

Ability to:

- Work independently with little direction to perform responsible and complex accounting tasks involved in functions such as accounts receivable, accounts payable, attendance accounting, abatement, budgeting and financial reporting, and administrative assistance duties in a timely manner.
- Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

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Ability to: (continued)

- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing, in an open, friendly, business-like manner, with general public and District personnel.
- Establish and maintain cooperative and effective working relationships with others.
- Write routine correspondence.
- Work on variety of tasks simultaneously with frequent interruption.
- Maintain highest degree of confidentiality regarding sensitive information.
- Perform all tasks without close supervision.
- Maintain accurate and complete records; prepare reports.
- Operate/utilize a computer for a wide variety of applications.
- Add, Subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE

Any combination of two (2) years of college-level training in accounting and three (3) years of experience in public sector accounting, with demonstrated computer literacy. Experience in a school setting is highly desirable.

LICENSES

Valid California driver's license.

10 Key Certificate, Typing Certificate; 45 WPM net

PHYSICAL DEMANDS: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, use hands to manipulate, handle or feel objects, tools, or controls; hearing and speaking to exchange information in person or on the telephone; seeing to assure accuracy of document/reports. The employee is frequently required to walk and reach with hands and arms to retrieve and store files. The employee is occasionally required to stand; climb or balances; and stoop, kneel, and crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described 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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate.