POSITION DESCRIPTION

TITLE: Accounting Technician II
LOCATION: Administrative Service Center
REPORTS TO: Director, Accounting/Purchasing
DEPARTMENT: Accounting

SUMMARY STATEMENT:
Under the general supervision of the Director, the Accounting Technician II is responsible to assist in preparation of accounts payable for processing in multiple Funds, using a computerized system, and with other fiscal support duties.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with District staff and outside vendors in person, by telephone, via E-mail, and in writing.
2. Operate the computer, including data entry, e-mail, Microsoft Word, and Excel.
3. Audit and process for payment Employee Claims for Expense forms; verify mileage, documentation supporting expenses, proof extensions, math accuracy, authorized signatures, account codes, and legality of expenditures.
4. Audit and process for payment revolving fund reimbursement forms; review for proper accounts payable documentation, verify documents for math accuracy, legality of expenditures, reconciliation of account balances and account codes.
5. Assist in data entry and verify accounts payable transactions.
6. Verify and process journal voucher entries for adjustment of previously recorded fiscal entries and ASB Fund interfund program transfer entries.
7. Prepare business office bank deposits and supporting documentation for fiscal system entry.
8. Provide training and technical assistance to District financial secretaries on accounting processes.
9. Process all purchase order cancellation and closures in the fiscal system as requested by departments and locations.
10. Assist in generating accounts payable vouchers and ordering warrants.

OTHER RESPONSIBILITIES:
1. Fill in for other accounting department positions during illness and/or vacations.
2. Assist in writing and revising accounting procedures.
3. Maintain vendor files for employee claims and District revolving funds.
5. Assist in the reporting process of Internal Revenue Service (IRS) 1099 information.
6. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Hearing (66-100%) Speaking (66-100%) Vision (66-100%)
Bending (Up to 33%) Sitting (66-100%) Standing (33-66%)
Reaching (Up to 33%) Writing (33-66%) Walking (Up to 33%)
Lifting/Carrying Up to 30 lbs. (Up to 33%) Pushing/Pulling (Up to 33%) Kneeling (Up to 33%)
Use of hands and/or arms for repetitive motion (66-100%)
MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)
Math (66-100%)
Verbal Communication (66-100%)
Constant Interruptions (66-100%)

Detailed Work (66-100%)
Problem Solving (33-66%)
Multiple Concurrent Tasks (66-100%)
Confidentiality (66-100%)

Reasoning (66-100%)
Written Communication (66-100%)
Customer Contact (33-66%)
Acceptable Attendance

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Computer, typewriter, printer, 10-key calculator, telephone, FAX machine, copy machine, microfilm reader, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Typing/keyboarding of 50 wpm.
2. Three years of experience in general bookkeeping or accounts payable using a computerized system, or equivalent training.
3. Experience in the current fiscal software systems.
4. Demonstrated ability to perform on the computer, including data entry, using Windows environment, Microsoft Word and Excel spreadsheet applications.
5. Basic understanding of accounting principles preferred.
6. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
7. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
8. Demonstrated ability to communicate effectively and possess a positive attitude.
9. Must possess a good math aptitude.
10. Demonstrated organizational skills and a commitment to follow through.
11. Demonstrated ability to problem solve, analyze, and resolve accounting issues.
12. Demonstrated ability to maintain confidentiality of sensitive information.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Notice of Nondiscrimination:
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Telephone: (360) 604-4010</td>
</tr>
</tbody>
</table>

260-261  Days Per Year (Includes Holidays)
8   Hrs. Per Day

PSE: ___________________________  Date: ________________

District: ___________________________  Date: ________________

Revised Date: 06/18/2019
Classification: Professional Technicians – Office Clerical
Class: Class II
Display on Web? Yes

Accounting Technician II