POSITION DESCRIPTION

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

SUMMARY STATEMENT:
Under the supervision of the department director and the day-to-day operations of the Lead Accounting Assistant, the Accounting Technician is responsible for assisting in processing, including accounts receivable, cash receipts, ASB activities, coordinating revolving funds and tax returns. The Accounting Technician is also responsible for providing support to financial secretaries, and performing audits for the accounting office.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and outside vendors in person, by telephone, and in writing.
2. Operate the computer.
3. Develop and revise procedures, as needed, for the District’s fiscal processes, including auditing records to verify compliance of District staff relative to policies and procedures.
4. Keep current on District accounting policies and procedures, State regulations, and technology governing general accounting, specifically in General, Associated Student Body and, Trust Funds.
5. Assist in the supervision of Associated Student Body (ASB) program activities by advising staff of legal and accounting procedures. Act as a resource person for District staff in the proper use of Associated Student Body (ASB) Funds and account codes.
6. Provide training and technical assistance to building level financial secretaries in processing District accounting functions for all funds.
7. Establish and maintain revolving bank accounts, including record of authorized signers on the accounts.
8. Process Trust Fund, audit revolving funds; calculate state taxes, verify support documentation meets accounting standards and procedures, authorized signatures, and account codes. Reconcile bank statements and fund balances, monitor time lines.
9. Keep current with accounts payable processes and assist as needed.
10. Prepare accounts receivable invoices and reporting. Assign and verify revenue codes, prepare monthly accounts receivable aging schedules and collections.
11. Audit ASB monthly operating reports for accuracy, investigate discrepancies, and determine if journal entries or transfer vouchers are needed and communicate to school ASB secretaries.
12. Prepare monthly Use Tax schedules.
13. Audit accounting records, including: cash receipts, ticket sales, fund raising, student store, accounts payable vouchers, and revolving account reimbursement documentation.
14. Run monthly department reports and provide assistance as needed.
15. Assist in the fiscal year-end closing including reconciliations, accruals, journal entries, and spread sheets.
16. Reconcile state revenue and local cash receipts for entry into the District’s accounting system.
17. Audit revolving funds and Employee’s and Professional Fund Claim for Expenses forms prior to reimbursement by the accounting clerk.

OTHER RESPONSIBILITIES:
1. Travel from location to location in order to train employees in fiscal procedures.
2. Maintain current desk procedures for Accounting Technician position.
3. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%) Speaking (66-100%) Sitting (66-100%)
Hearing (66-100%) Writing (66-100%) Acceptable Attendance
Standing (33-66%) Pulling (Up to 33%) Pushing (Up to 33%)
Bending (Up to 33%) Driving (Up to 33%) Reaching (Up to 33%)
Lifting/Carrying up to 30 lbs. (Up to 33%)
Use of hands and/or arms for repetitive motion (66-100%)
MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)  Detailed Work (66-100%)
Math (66-100%)  Problem Solving (33-66%)
Verbal Communication (66-100%)  Multiple Concurrent Tasks (66-100%)
Constant Interruptions (66-100%)  Customer Contact (66-100%)
Reasoning (66-100%)  Written Communication (33-66%)
Math (66-100%)  Confidentiality (66-100%)
Problem Solving (33-66%)  Written Communication (33-66%)
Written Communication (33-66%)  Confidentiality (66-100%)

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, printer, 10-key calculator, telephone, copy machine, and all other equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Typing/keyboarding of 50 wpm.
2. Must possess knowledge of accounting principles, plus a minimum of 3 years of experience or equivalent in accounts payable, accounts receivable, general ledger using a computerized system.
3. Experience in the current Fiscal software system preferred.
5. Demonstrated ability to perform on the computer, using Windows environment and related applications.
6. Must be able to understand both oral and written communication and carry out directions as specified.
7. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
8. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
9. Must possess a good math aptitude.
10. Demonstrated organizational skills and a commitment to follow through.
11. Demonstrated ability to work under conditions of constant interruption and perform under deadline pressure.
12. Demonstrated ability to problem solve, analyze, and resolve accounting related issues.
13. Ability to travel from location to location in order to train staff on Accounting procedures.
14. Ability to maintain confidentiality of sensitive information.
15. 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>
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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 III
Display on Web? Yes

Accounting Technician