

# Antelope Valley Schools Transportation Agency

**TITLE:** Accounting Technician – Budget and Accounting

**PRIMARY PURPOSE:**

Under general supervision of the Budget and Finance Manager, this staff-level position performs a variety of complex and challenging accounting and administrative functions in connection with the preparation, review and maintenance of financial and statistical records; provide support to the Manager for reporting and the preparation of the Agency budget.

**DESIRABLE QUALIFICATIONS:**

1. **REQUIRED:** Associates Degree in accounting, business or related disciplines.  
Preferred: Bachelor's degree in the same disciplines listed in Item 1.
2. Possess equivalent experience can be demonstrated with three years of increasingly responsible and varied financial and statistical experience, along with demonstrated ability to perform the duties of the class.
3. Proficiency with personal computers and Microsoft Office, with emphasis on Excel, Word, PowerPoint, and Outlook. and other software packages, such as QuickBooks.
4. Knowledge of accounting practices and procedures; financial and statistical record-keeping techniques; methods, procedures and terminology used in assigned staff-level accounting duties. Laws, rules and regulations related to assigned activities,
5. Perform responsible and advanced accounting procedures. Accounting duties in the maintenance of assigned accounts; prepare and maintain accurate financial and statistical records; verify, balance and adjust accounts and process and record accounting transactions accurately; establish and maintain effective working relationships. Ability to function effectively in a team environment.
6. Possess a valid and appropriate California Driver's License and qualify for insurability with the Agency's insurance carrier.
7. Candidates for this classification may be required to attain a satisfactory score on an examination designed to test accounting skills appropriate to this classification.

**HIGHLY DESIRABLE:** Experience working with school districts and/or educationally related special districts associated with the Los Angeles County Office of Education (LACOE).

**SPECIAL WORKING CONDITIONS:** Maintain emotional control under stress. Prolonged use of computers, occasional state-wide travel and prolonged and irregular hours may be required. Repetitive hand and arm motions.

**REPORTS TO:** Finance and Accounting Manager

**SUPERVISES:** None

**TERMS OF EMPLOYMENT:** 12 months

**WAGE/HOUR STATUS:** C-1 - Confidential

## **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Assist the Finance and Accounting Manager in the preparation of the Agency's annual budget and year-end audit functions.
2. Perform a variety of responsible accounting duties; maintain financial and statistical records related to assigned areas of accounting and coordinate these areas with other accounting functions.
3. Manage accounts receivable duties to collect amounts owed to the Agency. Assure payments, receipts and documentation are in accordance with Agency, county, state, and federal laws, regulations, and procedures.
4. Responsible for agency revolving cash accounts, check preparation, collections and account reconciliations.
5. Post receipts and expenditures according to established procedures; verify proper authorization, account codes and availability of funds for requisitions; post to proper computerized account and process.
6. Manage the purchase order system, including creation, adjustments, and year-end closing procedures. Handle inquiries from departments regarding applicable budgets and purchase order status.
7. Assist the Manager with the preparation of internal and external reporting, as well as prepare and maintain end-of-year and periodic records, reports, documents and files; distribute reports and documents as assigned.
8. Participate in cross-training of other department tasks.
9. Perform related duties as assigned.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and required skills. The department manager may assign additional duties when deemed appropriate.

**EVALUATION:** Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.