

# Antelope Valley Schools Transportation Agency

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

**PRIMARY PURPOSE:**

Under general supervision of the Chief Executive Officer, performs a variety of complex and difficult clerical accounting functions in connection with preparation, reviewing and maintenance of financial or statistical records including the Agency budget.

**DESIRABLE QUALIFICATIONS:**

1. Three years of increasingly responsible and varied financial and statistical experience, along with demonstrated ability to perform the duties of the class.
2. Equivalent to graduation from high school, including or supplemented by courses in bookkeeping, accounting and business office procedures to include course in personal computers and standard software packages.
3. Advanced accounting practices and procedures; financial and statistical record-keeping techniques; methods, procedures and terminology used in assigned clerical accounting duties. Laws, rules and regulations related to assigned activities; Agency organization, operations, policies and objectives. Basic operation of standard office machines including a computer terminal. Telephone techniques and etiquette.
4. Perform responsible and advanced clerical accounting procedures. Clerical 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.
5. Type at a rate of 40 WPM from copy containing a large percentage of alpha and numerical or tabular data. Proficient operation of word processing equipment, calculators, and/or computer terminals.
6. If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California Driver's License and qualify for insurability with the Agency's insurance carrier.
7. Candidates for this classification will be required to attain a satisfactory score on an examination designed to test accounting and clerical skills appropriate to this classification.

**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:** Chief Executive Officer

**SUPERVISES:** Account Clerk II

**TERMS OF EMPLOYMENT:** 12 month

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

## **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Assist the Chief Executive Officer in the formulation and presentation of the Agency budget.
2. Present financial and budget updates to the Board of Directors.
3. Prepare interim reports for submission to Los Angeles County Office of Education.
4. Perform a variety of responsible clerical accounting duties; maintain financial and statistical records related to assigned areas of clerical accounting and coordinate these areas with other accounting functions.
5. Receipt, count, balance, and post financial transactions to proper account and ledger; enter financial and statistical data to proper account; adjust accounts as needed.
6. Processing warrants; verify, assign appropriate codes and account numbers and input data into Peoplesoft.
7. Assure payments, receipts and documentation are in accordance with Agency, county, state, and federal laws, regulations, and procedures.
8. Responsible for district revolving cash account, cash collection and reconciliation, including check preparation and bank reconciliation.
9. 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.
10. Interpret, explain and apply appropriate rules, regulations and practices; provide information to Agency employees, vendors and others.
11. Perform a variety of general clerical responsibilities including typing, receiving visitors and answering the phone; prepare and maintain end-of-year and periodic records, reports, documents and files; distribute reports and documents as assigned.
12. Operate standard office equipment including a computer terminal, calculator, copier, fax, and printer.
13. 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 skills required. The Chief Executive Officer 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.