

**Escondido Union High School District  
Job Description**

**Job Title:** Adult Education Accounting Technician  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Fiscal and Related Classes  
**FLSA Status:** Nonexempt  
**Salary Level:** 30  
**Approved By:** Board of Education  
**Approved Date:** April 20,2010

**NATURE OF WORK**

Maintains budget and all financial data for Adult Education/ROP by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Compile, sort, and file documents, such as invoices and checks, substantiating business transactions.

Verify and post details of daily business transactions, such as funds received and disbursed, and totals accounts.

Track and reconcile requisitions, purchase orders and maintain inventory.

Reconcile bank statements.

Make bank deposits for all Adult Education/ROP programs.

Prepare and maintain spreadsheets for budget accounting.

Maintains contractual and financial records for grants, including Workability, One Stop, CalWorks, Perkins, and 231 grant.

Work with District Service Center Finance office to assure proper encumbrances and maintain accurate budget control.

Review Purchase Orders, Work Orders, time cards, to assure proper calculations and account line.

Maintain various Adult Education and ROP site inventories.

Maintain a set of financial records for the Associated Student Body.

Prepare and mail collection letters for returned NSF checks.

Participate in preparation of annual budgets.

Prepare and/or coordinate adjustments to budgeted line items through budget transfers and/or journal entries.

Maintain records and disburse funds from Adult Education and ROP petty cash funds.

Prepare and submit quarterly reports and Final Claim Report electronically to the County ROP.

Issue vouchers and refunds for class drops.

Create photo name badges for ROP students.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED), post secondary courses in Accounting and Electronic spreadsheets helpful; minimum five years responsible clerical/accounting experience, some of which must be in a school or other public system.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid California Driver's License

**KNOWLEDGE OF:**

Generally accepted accounting principles and procedures and their application to a variety of accounting audits, transactions and problems; pertinent federal, state, and local laws, codes and regulations; sound principles and practices of financial auditing; financial research and report preparation methods and techniques; methods, practices and terminology used in automated accounting and financial record keeping; analysis and interpretation of financial data; modern office procedures, methods and computer equipment; principles of mathematics; Microsoft computer applications, including Microsoft Word, Excel, GroupWise.

**ABILITY TO:**

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; read, analyze and interpret technical procedures or governmental regulations; write reports, business correspondence; effectively present information to individuals or small groups of employees and outside agencies; work with mathematical concepts such as probability and statistical inference, and fundamentals of algebra; apply concepts such as fractions, percentages, ratios, and proportions to practical situations and to draw and interpret bar graphs; solve practical problems and deal with a variety of concrete variables in fairly standardized situations; calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and volume; apply concepts such as fractions, percentages, ratios, and proportions to practical situations; operate 10 key calculator; type at a net corrected speed of 35 wpm. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form; learn job specific software such as Quicken and Print Shop; maintain accurate, detailed records and assume a variety of responsibilities.

**PHYSICAL DEMANDS**

The physical demands described here 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 finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here 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.

The noise level in the work environment is usually quiet.

**COMMENTS**

This position requires an individual who has a commitment to accuracy and detail in working with a complex budget and who is flexible to interact well with a variety of personalities. As a representative of the Escondido Union High School District, the individual assigned to this position must demonstrate a helpful, caring and cooperative disposition, and maintain a professional appearance and demeanor.