



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Accounting Technician
SCHOOL/DEPARTMENT	Finance
SALARY	Salary Grade 63 plus supplement
FLSA STATUS	Non-exempt
REPORTS TO	Accounts Payable Manager
SUPERVISES	None
WORK WEEK SCHEDULE	Monday - Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Accounting Technician, under general supervision, performs moderately complex technical and fiscal governmental account work in the Finance Department. Work involves overseeing disbursement and accounting of federal, state, local and capital outlay funds. The Accounting Technician is also responsible for ensuring proper and timely payment of vendor account invoices, inter-school billings, and contracted services. Responsibilities also include auditing invoices and travel reimbursements, verifying available funds, appropriate approvals and accurate account codes; verifying the accuracy of receipts and posting data to the General Ledger daily as well as processing state reimbursements for bus use.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of the operation of a computer and all peripheral equipment
- Ability to type accurately at a rate of speed required for this position
- Ability to understand and follow oral and written instructions

- Ability to establish and maintain effective working relationship as necessitated by work assignments
- General knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions
- General knowledge of state, local and school system fiscal regulations, policies and procedures
- General knowledge of accounting and office practices, methods, and procedures used by the school system
- General knowledge of the school system organization and operational policies and procedures
- Ability to organize and effectively process and maintain financial records and files and prepare reports from those items
- Ability to read and interpret various financial statements
- Ability to reconcile an account
- Ability to understand and apply laws, regulations and policies pertaining to the maintenance of financial records
- Ability to verify documents and forms for accuracy and completeness
- Ability to establish and maintain effective working relationships with other employees and the general public
- Ability to exercise independent judgment, discretion and initiative in completing assignments

EDUCATION, TRAINING, AND EXPERIENCE

- Graduation from high school supplemented by college-level work in bookkeeping, accounting, or other related field
- One (1) to two (2) years of experience in accounting-technical clerical work in a public school system
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Associate's Degree or higher from an accredited institution in the field of accounting, bookkeeping, or other related financial area
- Three (3) or more years of experience in accounting –technical clerical work in a public school system

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform moderately complex technical accounting and fiscal governmental accounting work maintaining records of school system transactions
2. Utilize current technology to enter, store and/or retrieve information as requested or otherwise necessary
3. Select data from varied sources and summarize information into a report format

4. Understand and utilize spreadsheet programs at an advanced level in order to download, input and manipulate data
5. Summarize statistics from various sources into comprehensive reports with limited instruction
6. Disburse and account for federal, state, local and capital outlay funds
7. Ensure proper and timely payment on vendor accounts, inter-school billings, payroll and various contracted services, and for preparation of associated accounting reports
8. Audit invoices and travel reimbursement vouchers
9. Assign vendor numbers to invoices and batch invoices for processing
10. Review/audit weekly payments on vendor accounts.
11. Verify vendor information, invoice data and account codes
12. Contact and confer with vendors and/or school personnel, as necessary, to resolve discrepancies in purchase orders, vendor invoices and associated records
13. Process accounts payable check runs as scheduled (weekly)
14. Attach copies of checks to corresponding purchase order details, and mails checks;
15. File completed accounts payable detail
16. Maintain file of outstanding purchase orders, invoices, and receiving documentation
17. Identify and create journal entries to correct accounts payable coding errors as necessary
18. Research requests for expenditure details and correct as necessary
19. Prepare related financial reports, which require the application of bookkeeping principles as well as applicable fiscal regulations including federal, state and local regulations and policies
20. Use current technology for establishing and maintaining records as well as creating/maintaining databases, spreadsheets and mail merge documents
21. Prepare monthly reconciliation of state agency reports of federal and state program expenditures with school system reports of federal and state program expenditures
22. Generate any necessary journal entries and notify the Accounts Payable Manager and Assistant Finance Officer of any adjustments necessary to state agency records
23. Post voided expense checks
24. Prepare, file and maintain electronic annual escheat reports
25. Assist with location of records and preparation of worksheets for annual audit
26. Process information using a variety of computer driven word processing, spreadsheet and file maintenance programs, that require the use of a variety of complicated formats for preparing correspondence, reports and manuscripts
27. Ensure accuracy of spelling, punctuation, format and grammar
28. Perform additional duties as assigned by the Accounts Payable Manager or Assistant Finance Officer

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*