



RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

ACCOUNT TECHNICIAN ACCOUNTS RECEIVABLE & ACCOUNTS PAYABLE

DEFINITION

Under the general supervision of the Chief Business Officer, this position performs technical and complex accounting duties, which require discretion, high level of accuracy and independent decision making. Must meet all necessary time lines as defined by the District policies and administrative regulations, County and State regulations

ESSENTIAL FUNCTIONS & DUTIES

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Perform a variety of complex accounting functions involving the auditing and maintenance of a variety of records; maintaining a high level of accuracy while meeting specific time lines as required by District, County and State regulations.
- Review and assist in verifying budget standards; monitor and audit budget expenditures.
- Assist and prepare budget revisions, reports, journals, intra-fund transfers; verify funds available.
- Year-end closing activities and clean-up as requested.
- Maintain computer appropriations, encumbrances, expenditures, and unencumbered balances for accounts payable, screens financial documents for accuracy and adherence to legal and procedural requirements.
- Process payment of invoices and receipt of goods.
- Prepare list of bills.
- Monitor stale-dated list.
- Maintain the revolving and transmittal funds and reconcile bank statements.
- Receive funds from all school sites.
- Prepare billings for payment and post transactions.
- Reconcile and prepare documents necessary to allow county office to deposit in appropriate accounts.
- Maintain vendor database to include vendor W9's.
- Prepare and maintain 1099 list in accordance with IRS requirements.
- Verify and prepare documents necessary for payment of quarterly sales/use tax as required by the state.
- Prepare and audit travel and reimbursement expense claims.
- Assist the CBO with the preparation of the annual budget by processing balances in appropriate categories while crosschecking calculations for accuracy and prepares the budget materials for distribution.
- Respond to requests for facility use which may require billing of such use.
- Compose correspondence as necessary.
- Create, organize, maintain files and records utilizing database and spreadsheet software; maintain an audit trail of documents and records; develop and maintain spreadsheets, journals, ledgers, logs, worksheets and other records.
- Utilize document imaging technology to ensure accurate and efficient data retrieval.
- Work collaboratively with site personnel (principals, secretaries, librarians, etc.) to maintain site financial records.
- Assist, prepare and monitor site purchase orders and requisitions; check requisitions for proper coding.
- Set up new account codes as needed.
- Assist outside auditors in conducting audits of financial records.
- Serve as direct support to the CBO to assist with budgeting and accounting functions, and other duties as assigned by the CBO.
- May cross train in other job-related duties within the District Office.



Red Bluff Union Elementary School District
Account Technician – A/R & A/P
Job Description

Official: 
Effective: 10/12/2021

- Operate office equipment including computer programs for data processing record keeping, data analysis and word processing.

EDUCATION & EXPERIENCE

Any combination of education, experience and training that would likely provide the required knowledge and skill is qualifying.

- Equivalent to the successful completion of the 12th grade.
- Experience in accounts receivable/accounts payable for a public agency
- Demonstrated experience with bookkeeping/accounting software and Excel
- College credits in bookkeeping and/or accounting desired
- First Aid and CPR certification desirable.

KNOWLEDGE OF:

- Methods, practices and procedures of financial record keeping.
- Office practices and procedures.

ABILITY TO:

- Maintain confidentiality.
- Follow instructions with minimal direction.
- Work independently and make decisions within the framework of established guidelines.
- Establish and maintain effective working relationships with wide range of personalities
- Work under stress in a calm and poised manner.
- Meet critical timelines in a highly conscientious manner.
- Make calculations rapidly and accurately.
- Interpret and follow written and oral instructions including rules and regulations.
- Assist others when time allows.
- Type and key entries at a rate and accuracy sufficient to perform the duties of the position.
- Handle a variety of situations requiring diplomacy and tact.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Indoor business office environment; temperature is normalize climate.
- Requires daily contacts with District office staff, school site personnel, County Office of Education and assorted vendors.
- Dexterity of hands and fingers to operate various equipment, a computer, and office equipment.
- Sitting or standing for extended periods of time.
- Reaching horizontally and overhead to retrieve and maintain files and to store supplies and records.
- Lifting and/or carrying objects weighing up to 30 pounds.
- Ability to exchange information in person, telephonically or electronically.


Reasonable accommodation may be available to enable a person with a disability to perform the essential functions of the position.

TERMS OF EMPLOYMENT

Salary and work year to be established by the Superintendent with approval by the District Board.



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Human Resources Use Only

Created: October, 1998 Revised: October 12, 2021

APPROVED:

Print Name: Noelle DeBortoli Title: Director, Human Resources

Signature: 

Date: October 12, 2021