



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Accounting Technician**
 Job Family: **Finance**
 Prepared/Revised Date: **February 28, 2018**

FLSA Status: **Non-Exempt**
 Pay Range: **FN10H**
 Job Code: **50102**

SUMMARY: Perform data entry and basic customer support functions in at least one of the department focus areas: 1) systems accounting (daily banking activity, accounts payable, cash receipts, accounts receivable, systems reconciliations, etc.), 2) grant and fund accounting and reporting or 3) assistance and support to the schools, sites and departments that process financial transactions throughout the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.* **Frequency of duties, percent of time and work year may vary based on department or building assignment.**

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Provide daily financial assistance and support in a customer service capacity to the schools, sites, and departments that process transactions throughout the District. This support consists of e-mails, phone calls, and site visits that deal with reconciling accounts and compensation plans, journal entries, purchasing card transactions, out-of-state travel, writing checks, processing purchase requests and warehouse orders, receiving functions, invoicing, providing guidance on financial resources and applicable accounting standards, laws, regulations, policies, and guidelines, account coding in compliance with the CDE Chart of Accounts, deposits, cash handling, navigation and use of comprehensive payment solution and financial software, and researching history of financial transactions.	D	29%
2. Utilize the District's integrated financial system to process transactions such as data entry for weekly check runs and sales tax remittances resulting in expenditure and accounts payable postings.	D	25%
3. Utilize the District's integrated financial system to process transactions such as daily cash receipts, warehouse orders, and invoice requests resulting in revenue and accounts receivable postings.	D	25%
4. Process interest allocation, journal entries, code audits, and void checks in the District's general ledger accounts.	D	10%
5. Assist with training for District and School site financial support staff.	D	2%
6. Assist with the completion of tasks related to Finance Department initiatives.	D	2%
7. Work collaboratively with and seek guidance from other Finance Department staff as necessary to ensure customers receive accurate information and the highest level of customer support.	D	2%
8. Act as a liaison with external vendors, customers, banks, etc. regarding financial transactions.	D	2%
9. Coordinate with other departments, i.e. payroll, purchasing, and central receiving to gather information necessary to properly process transactions.	D	1%
10. Attend work and arrive in a timely manner.	D	1%
11. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of G.E.D. required, Associate’s degree in accounting, finance or business administration preferred
- Two to three years of related work experience
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of general accounting practices
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, 10-key calculator, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance	X			



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute				X
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X



NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	