



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Accounting Technician-Integrated Services** FLSA Status: **Non-Exempt**
 Job Family: Finance **Finance** Pay Range: **FN10H**
 Prepared/Revised Date: **April 14, 2016** Job Code: **50102**

SUMMARY: Responsible for assisting with the daily operation of Integrated Services financial transactions. Utilize the District's integrated financial system to process expenditure transactions resulting in weekly check runs; log, enter, post and track cash receipts and accounts receivable; enter and post journal entries; maintain records and data of the accounting system (both physical and online); maintain complete and accurate information in financial system database. Provides support to schools and other departments. Complies with applicable internal control and accounting procedures.

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.*

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. Manage multiple Integrated Services budgets and monitor availability of funds (23 budgets)	D	24%
2. Create and maintain spreadsheets to track internal department budgets and monitor availability of funds (130 budgets)	D	24%
3. Prepare and process restricted checks, payment vouchers, requisitions, reimbursements and travel forms for payment of incurred expenses	D	15%
4. Verify that expenditures for all accounts and codes are accurate and that paperwork is available for documentation of purchases	D	4%
5. Attend work and arrive in a timely manner.	D	1%
6. Process monthly payrolls (prepare and submit monthly One Time Pay spreadsheet, prepare and submit time cards)	W	5%
7. Codes and enters on-line data of purchase orders or online P-Card purchases	W	2%
8. Enter budget transfers, and expenditure transfers	W	3%
9. Post deposits	W	2%
10. Reviews monthly expenditure reports for proper coding	M	5%
11. Provide monthly reports to department director regarding budgets and balances	M	4%
12. Manage and maintain proper documentation for Grant funds.	M	4%
13. Prepare financial spreadsheets	M	3%
14. Coordinate timely and accurate data entry, filing, mail distribution, maintenance of monthly reports.	M	3%
15. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., and 2-3 years related work experience or
- Associate's degree in accounting, finance or business administration
- More than two years and up to and including three years of experience in Educational Accounting or multi-budgeting/cost accounting



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
- 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 and department Financial software package
- 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			
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)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

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