



## Job Description

---

<b>POSITION TITLE:</b>	<b>Account Technician/Facilities Assistant</b>	<b>#2427</b>
	<b>County Operated Schools and Programs</b>	
<b>SALARY PLACEMENT:</b>	<b>Classified Salary Schedule</b>	
	<b>Range 30</b>	

---

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:**

Possess high school diploma, GED, or equivalent. Supplemented by course work or training in accounting or bookkeeping obtained through a community college, trade, or correspondence school. Supplemental coursework may be substituted by experience of a closely related nature.

### **DESIRABLE QUALIFICATION - EDUCATION AND/OR TRAINING:**

Two years of varied and progressively responsible accounting experience. Two years of varied and progressively responsible clerical experience at the administrative level. Knowledge of principles, practices, and procedures of accounting; modern office practices and procedures; data processing; proper English usage; good record-keeping techniques. Advanced computer skills, including knowledge of Microsoft Office, Filemaker Pro, and Outlook. Advanced experience in business procedures, applications, and bookkeeping, including receivables, payables and financial records. Previous experience in scheduling and inventory processes.

### **CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Analyze financial data and prepare accurate records and reports; ability to carry out written and oral directions; communicate effectively, establish and maintain cooperative working relationships; ability to operate necessary office equipment including both a PC and Mac, perform mathematical calculations quickly and accurately; and assist compiling and analyzing financial and statistical information and data. Responsible for ensuring that assigned tasks are completed within established time or reporting deadlines. Make decisions and prepare correspondence independently. Establish and maintain cooperative working relationships. Be flexible and receptive to change.

### **SUMMARY OF POSITION:**

Under general direction of management personnel, performs accounting and budgetary duties, prepares and processes various financial reports and accounting records. Performs a wide variety of complex technical and clerical duties; has extensive dealings with SJCOE staff, district staff, students, and the public.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Post checks, assemble, tabulate, audit and compare statistical and financial data; enter data into computer.
2. Compile summaries of detailed statistical data analyzing information and data.
3. Edit computer readouts for accuracy.
4. Complete forms and documents; maintain necessary files and records.
5. Communicate with agencies and personnel being served or performing services by the department.
6. Copy, fold, sort and distribute materials.
7. Maintain expenditure records of office/unit budget; prepares and coordinate budget transfer requests as necessary; track expenditures from each budget line item. Reconcile and balance accounts.
8. Prepare and process purchase orders; verify amounts to pay for partial and final invoices; make copies and keep accurate records of all payments.
9. Establish and maintain a variety of office filing and record-keeping systems including inventory data and collection systems.
10. Order office and school equipment.

11. Gather, review, and compile information; prepare accurate and comprehensive reports and surveys with deadlines as assigned.
12. Prepare correspondence independently on matters not requiring personal attention of administrator.
13. Plan, develop and implement operational procedures for school sites.
14. Schedule appointments for landscaping, janitorial, installations of construction, technology installations, fire inspections, and all operational appointments for sites.
15. Invoice tenants for monthly lease payments.
16. Maintain confidentiality on all job-related matters.
17. Meet with vendors to receive updated quotes, and on needs for updated supplies, materials and operational devices for school sites.
18. Perform related work as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.