

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Accounting/Payroll Technician II	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Fiscal Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	February 13, 2013	<b>SALARY:</b>	G-29/CSEA 125 Salary Schedule

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**(Former Classification: Accounting Technician II)**

**BASIC FUNCTION:**

Under general direction of an assigned supervisor, perform a wide variety of specialized accounting, payroll or garnishment procedures in the District's accounting/payroll departments to provide reasonable, timely delivery of professional services to meet the needs of sites and departments.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Perform accurate accounting work in such areas as accounts-payable matters to provide reasonable, timely delivery of professional services. *E*

Receive, open and distribute mail; greet District employees and visitors and assist with concerns and issues at the front counter as related to assigned duties; provide appropriate information to inquiries. *E*

Maintain ledgers of expenditures and unencumbered balances for the various funds and accounts as assigned. *E*

Process and maintain lease and rental agreements for property and equipment. *E*

Prepare payable information for data processing in a reasonable, timely manner. *E*

Receive and accurately account for large sums of cash from schools and departments. *E*

Prepare and balance deposits as needed to ensure the financial viability of the District. *E*

Track and disburse payments to outside agencies in a reasonable, timely manner according to established guidelines as related to assigned duties. *E*

Perform payroll duties including the review, balance of timesheets and completion of computer input. *E*

Process time sheets from schools and departments; calculate dock amounts and overtime payments; distribute automated and/or manual warrants or accounting disbursement as related to assigned duties. *E*

Receive and screen calls to ensure reasonable, timely delivery of communication to appropriate staff, sites/departments or outside individual/group; exercise judgment to determine importance or urgency; provide information or direct inquiries to appropriate staff. *E*

Prepare State and Federal reports. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by accounting course work and two years of experience in financial record keeping work.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Payroll and/or accounting and bookkeeping principles, practices and procedures related to assigned duties.  
Accurate financial and statistical record-keeping techniques.  
Current office practices, procedures and equipment.  
Operation of a computer to input data and generate reports.  
Interpersonal skills using tact, patience and courtesy.  
Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Perform basic accounting/payroll work.  
Prepare, develop, monitor and maintain assigned District-wide accounts and reports.  
Operate office machines such as calculator and computer.  
Make calculations quickly and accurately.  
Communicate, understand and follow both oral and written directions effectively.  
Establish and maintain cooperative and effective working relationships with a diverse range of people.  
Work independently with little direction and many interruptions.  
Plan, prioritize and organize work to meet schedules and time lines.  
Learn new or updated computer systems/programs to apply to current work.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes.  
Apply integrity and trust in all situations.  
Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; constant interruptions; contact with dissatisfied individuals; repetitive activities.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, seeing to read, review and ensure accuracy of payroll, accounting, financial statements and reports; dexterity to operate a computer and other office equipment; sitting or standing for extended periods of time; reaching overhead, bending at the waist and kneeling to retrieve files from cabinets and shelves.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*