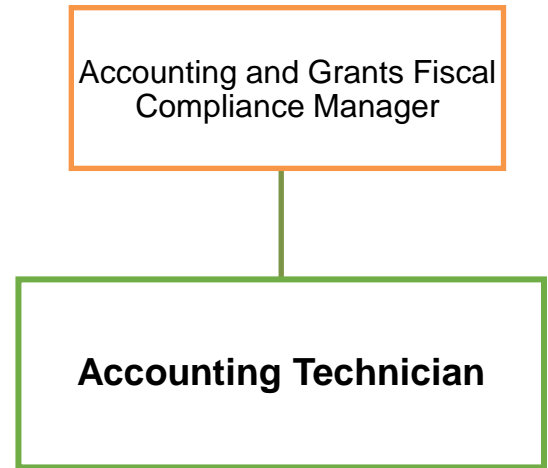


## ACCOUNTING TECHNICIAN

<b>Job Title:</b>	Accounting Technician
<b>Initial:</b>	November 1, 2006
<b>Revised:</b>	February 13, 2020
<b>Work Year:</b>	Full Year
<b>Office:</b>	Business
<b>Department:</b>	Finance
<b>Reports To:</b>	Accounting and Grants Fiscal Compliance Manager
<b>FSLA Status:</b>	Non-Exempt
<b>Pay Range:</b>	Educational Support Personnel Range 10

### Related Organization Chart



**POSITION SUMMARY:** The Accounting Technician will serve as a liaison for the Business Office and will provide backup for the Accounts Payable, Accounts Receivable and Purchasing Card Administration positions. This position will provide excellent customer service and will work to help with the overall success of the Business Office.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Serves as a liaison for the Business Office, setting up meetings, reservations for conferences and other related functions.
- Orders office supplies for the Business Office.
- Provides back up to accounts payable including, but not limited to, scanning and processing mileage and employee reimbursements as well as utilities for the district in an accurate and timely manner, mailing checks, maintaining district vendor files and filing invoices.
- Works with the Accounting Process Manager to process annual 1099's.
- Provides back up to accounts receivable.
- Provides back up to facility rentals.
- Provides back up for the Education Service Center front desk/reception area as needed.
- Provides back up and support for district purchasing card program including answering questions and other administrative duties as needed.
- Provides excellent customer service.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Performs other duties as assigned.

**Supervision & Technical Responsibilities:**

- This position does not supervise other employees.

**Budget Responsibility:**

- This position has no direct budget responsibility.

**QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

**Education & Training:**

- High school diploma or equivalent.
- Specialized courses in accounting, or vocational classes, business classes in typing, 10 key preferred.

**Experience:**

- 0-3 years of experience in finance and in an office environment.

**Knowledge Skills & Abilities:**

- Oral and written communication skills.
- Interpersonal relations skills.
- Basic math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Strong organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to defuse and manage volatile and stressful situations.
- Ability to communicate effectively with various stakeholders.
- Ability to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Operating knowledge of and experience with computers and peripherals.
- Operating knowledge of and experience with general office equipment, including telephones, copier, fax machine, 10 key, etc.

**Certificates, Licenses, & Registrations:**

- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*