

Northfield

Public Schools I.S.D. 659 MINNESOTA

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Accounting Support Technician	Department: Varies
Immediate Supervisor's Position Title: Varies	FLSA Status: Non-exempt
Band/Grade/Subgrade:	Bargaining Unit:
Distinguishing Characteristics of the Classification: This classification represents the first classification level in three level occupational series titled Accounting Technician. The Accounting Support Technician represents the first level in the classification series. Under the direction and guidance of administrative/department managers, the Accounting Support Technician performs routine clerical, bookkeeping and accounting tasks in accordance with set and specific office routines that primarily involve the need for precision and accuracy and where the duties limit the extent to which an incumbent is expected to exercise personal judgment and discretion over what or how the duties and tasks are performed. Incumbents are expected to enter the job with basic office and administrative skills but the majority of the duties and tasks assigned are learned on the job and do not require specialized training or education prior to entry into the occupational series. This classification differs from the Administrative Support Assistant occupational series in that the majority of the job involves bookkeeping and accounting tasks as compared to more office clerical and administrative duties found within the Administrative Support Assistant series.	

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Performs general tasks associated with the receipting, recording and depositing of monies.
Percent of Time:	20	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">• Receives, counts and prepares deposit slips for all collected fees, fines, pop machine monies, or activity fund revenues.• Transports and deposits monies in district bank accounts.• Removes and counts cash from pop and vending machines.• Provides copies of all deposit slips to the Finance Department.		

Duty/Responsibility No:	2	Statement of duty/responsibility: Records all revenue and expenditures for student activity accounts and departmental accounts in finance system of the District.
Percent of Time:	25	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Prints system checks and assemble for mailing. Print hard copy records of accounts for departmental records and documentation. 		

Duty/Responsibility No:	3	Statement of duty/responsibility: Prepare purchase orders for general fund purchases, office expenses, travel, music, media or related building or departmental expenses assuring approval of all purchases by administrative personnel and then forward purchase orders for payment.
Percent of Time:	15	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Maintains department files and records of all purchases and purchase orders. Tracks and monitors budget and account balances 		

Duty/Responsibility No:	4	Statement of duty/responsibility: Performs many of the “core” duties and responsibilities present in the entry level of the Administrative Support series.
Percent of Time:	40	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Assists in and/or performs receptionist duties directing callers or visitors to appropriate parties. Keeps visitor logs updated and prepares visitor badges for security purposes. Assists students coming into the office with their needs and questions. Provides general coverage for the nursing office in their absence or lunch periods. Performs routine typing, data entry, and record maintenance activities. 		

Duty/Responsibility No:	5	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:		
Tasks involved in fulfilling above duty/responsibility:		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION:	
	less than high school diploma	Type of degree: (B.S., M.A., etc.)	
x	High school diploma or GED.		
	1 year college		Major field of study or degree emphasis:
	3 years college	2 years college	
		4 years college	
	1st year graduate level		
Essential knowledge and specialized subject knowledge			

2nd year graduate level	required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of fundamental office, clerical and administrative functions and routines. • Knowledge of computer operation in the use of office productivity applications and software (i.e. word processing, spreadsheets, email, etc.). • Knowledge of basic mathematics and general business math. • Knowledge of customer service etiquette and office receptionist duties.
Doctorate level	

Required Work Experience in Addition to Formal Education/Training:
At least 2 years of prior office and administrative experience

Required Supervisory Experience:

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:
-----------------------------------	--

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, and insurance carrier representatives. • Learning and applying office, bookkeeping and recordkeeping functions. • Performing assignments involving detail and attention to precision and accuracy. • Ability to perform assigned responsibilities under minimal supervision once duties and routines have been learned. • Applying and following appropriate office and customer/client etiquette in dealings with staff and students.
--	--

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Work is performed in a typical school district office setting and is subject to minimal environmental hazards and risks associated with the job.
--	--

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		

