

Northfield

Public Schools I.S.D. 659 MINNESOTA

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Accounting Technician	Department: Varies (Business Office)
Immediate Supervisor's Position Title: Varies (Accounting Supervisor)	FLSA Status: Non-exempt
Band/Grade/Subgrade:	Bargaining Unit:
Distinguishing Characteristics of the Classification: This classification represents the second classification level in a three level occupational series titled Accounting Technician. The Accounting Technician represents the journey level of the series in that positions assigned to this classification are expected to enter the series with the fundamental knowledge, training and experience and to perform the majority of all duties of the classification with limited on-the-job training and instruction. Under the direction and guidance of administrative/department managers, the Accounting Technician performs accounting tasks involved in the maintenance of district accounts payable, accounts receivable files, accounting of activity funds, and the processing of substitute payroll that require some judgment and discretion in carrying out established accounting processes and procedures set forth by accounting professionals. Positions assigned to this level require specialized knowledge, training and/or previous accounting/bookkeeping experience in order to perform the requirements of the work in accordance departmental accounting procedures of the office. Positions are expected to perform these accounting functions with minimal supervision and are expected to exercise judgment concerning how and when to carry out the established processes pertaining to the job. Duties assigned to this classification require considerable detail and attention to accuracy, but the relative consequence of errors and relative complexity level of the job is more limited than that of the Accounting Specialist. 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 (Illustrative Examples of the Classification)

Duty/Responsibility No:	1	Statement of duty/responsibility: Processes all purchase orders, bills and receipts for the district. Records, enters and maintains daily adjustments and transactions into the district's financial system. Process purchase orders for non-public and home schools.
Percent of Time:	35	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">Sets up and maintains vendor files and record. Reconciles discrepancies in vendor statements and resolves past due bills or credit balances. Maintains vendor, accounts receivable, and accounts payable files.		

Duty/Responsibility No:	2	Statement of duty/responsibility:
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Percent of Time:	35	Processes payroll for substitute employees in the district. Compiles time data from district buildings and makes time card entries and establishes payments per contract and board policies.
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Assists the Accounting Specialist in the review and verification of employee timesheets, payroll coding, pay rates, and voluntary deductions. Makes entries to indicate changes affecting salary. 		

Duty/Responsibility No:	3	Statement of duty/responsibility: Provides instruction, training and support to building level secretarial staff in accounting operations and routines of the district.
Percent of Time:	5	
Tasks involved in fulfilling above duty/responsibility:		
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Duty/Responsibility No:	4	Statement of duty/responsibility: Provides clerical and secretarial support within the office.
Percent of Time:	10	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	5	Statement of duty/responsibility: Assists employees in addressing questions and concerns regarding payroll or accounting questions. Prepares and drafts explanations of individual salary calculations.
Percent of Time:	10	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	6	Statement of duty/responsibility: Provides back-up and support to other accounting staff in the office. Assists in the preparation of accounting forms, payroll reports, energy usage reports, sales tax or other required or internal reports, forms or worksheets.
Percent of Time:	5	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	7	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: Type of degree: (B.S., M.A., etc.)
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	less than high school diploma		
x	High school diploma or GED.		Major field of study or degree emphasis:
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		
	2nd year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Basic understanding of accounting, bookkeeping functions and district operations as it pertaining to payroll processing, accounts payable, and/or accounts receivable. • Laws, rules, regulations and requirements pertaining to areas of accounting responsibility. • Knowledge of bargaining agreement terms and conditions dealing with salary setting, pay rates and benefits. • Fundamentals of general office and general administrative procedures and operational requirements. • Office equipment and typical productivity software, databases or customized systems/applications used within the district for processing payrolls (i.e. SMART-HR). • Knowledge of basic record retention, record/file/database maintenance requirements. • Basic understanding of data privacy requirements, provisions as it impacts the processing of accounting and financial records.
	Doctorate level		

Required Work Experience in Addition to Formal Education/Training:

At least 1-3 years of prior bookkeeping and accounting experience. Post secondary training can substitute for experience on a 1:1 basis.

Required Supervisory Experience:

**LICENSE/
CERTIFICATION**

Identify licenses/certification required upon hiring:

**ESSENTIAL SKILLS
REQUIRED TO
PERFORM THE
WORK**

Skilled in:

- Oral and written communication skills.
- Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, and insurance carrier representatives.
- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with employees, agencies, the public and department staff concerning addressing payroll issues, provisions or problems.
- Reviewing, proofing, auditing and correcting coding and data entry, accounting records.
- Preparing accounting reports and forms.
- Applying and following district accounting and recording keeping operations in the maintenance of and processing of district financial reports.
- Performing general office and clerical functions required within the office of assignment.
- Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals.
- Using and operating computers and applying office productivity software such as word

	processing, spreadsheet, database or customized software utilized by the department. <ul style="list-style-type: none"> • Performing work assignments requiring attention to detail, precision and accuracy and in accordance with set deadlines. • Performing assigned functions with minimal direction in accordance with established and set departmental operations.
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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:
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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.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
	X			

more than 100 pounds				
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Human Resource's Signature

Date

Classification History:

Prepared by BCC 1/04.