

**Escondido Union High School District  
Job Description**

**Job Title:** Cost Accounting Technician  
**Employee Unit** Classified Bargaining Unit  
**Job Family:** Fiscal and Related Classes  
**FLSA Status:** Nonexempt  
**Salary Level:** 31  
**Approved By:** Board of Education  
**Approved Date:** 12/9/2014

**NATURE OF WORK**

Performs a wide variety of clerical and technical accounting duties and responsibilities, using manual and automated information and control systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Prepares periodic financial reports for county, state and federal agencies in accordance to reporting procedures. Monitor monthly Average Daily Attendance (ADA) summaries for accuracy and work with site attendance staff to correct reporting errors. Prepares, analyzes and submits district ADA reports for state required reporting periods.

Maintain district bank accounts which includes posting of cash receipts, writing checks, preparation of bank deposits, monitoring of bank balances. Reconcile monthly statements for district bank accounts, including school site (ASB accounts, district revolving fund, and Adult Ed accounts).

Generate month end financial reports from the financial system to include accumulated transactions, budget summaries and encumbrances and distribute to designated schools and departments.

Prepare and maintain spreadsheets for position duties and various other departmental purposes.

Journalize and post inter-departmental transactions in the financial system including but not limited to transportation, maintenance, student nutrition, warehouse stores and print shop.

Prepares, posts and adjusts encumbrances for district accounts.

Records, journalized and posts suspense transfers, clearing account entries, year-end accrual entries and other accounting related entries as necessary.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

One year post secondary education with accounting courses and two years accounting experience, or five years accounting experience. Proficient in Microsoft Office, with a strong emphasis in Microsoft Excel.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Drivers License

**KNOWLEDGE OF:**

Generally accepted accounting principles and procedures and their application to a variety of accounting audits, transactions and problems; pertinent federal, state, and local laws, codes and regulations; sound principles and practices of financial auditing; financial research and report preparation methods and techniques; methods, practices and terminology used in automated accounting and financial record keeping; analysis and interpretation of financial data; modern office procedures, methods and computer equipment; principles of mathematics.

**ABILITY TO:**

Interpret and apply federal, state and local laws and regulations pertaining to accounting and auditing; apply generally accepted accounting principles to the maintenance of financial and accounting transactions and audit of financial records; prepare a variety of financial statements, reports and analyses; analyze, interpret and prepare financial statements and reports; examine and verify routine financial documents and reports; understand and follow oral and written instructions; learn and effectively use computer software applicable to assignment; make complex mathematics calculations quickly and accurately; operate standard and specialized office machines and equipment applicable to assigned operations; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment is moderately isolated; the noise level in the work environment is usually quiet.

## **COMMENTS**

In this position the ability to work cooperatively with others, to pay particular attention to detail, and handle a variety of accounting procedures is a necessity. As a representative of the Finance Department, the Business Services Division and the District Service Center, employees are required to project an attitude of helpfulness and service to customers, most of whom are colleagues in other departments or at other sites.