
ACCOUNTS PAYABLE / DATA TECHNICIAN

BASIC FUNCTION:

Under the direction of the Chief Business Officer, perform routine accounting functions in the preparation and processing of accounts payable; serve as coordinator for various District assessment testing and reporting activities; coordinate flow of related communications, correspondence and information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Prepare and process all warrants for payment; audit, reconcile, tabulate and classify invoices; maintains District fiscal/accounting records and transactions related to accounts payable; reviews and verifies accuracy of invoices, requisitions, purchase orders, receiving documents, and similar documents; checks documents for proper budget authorization before processing; prepares reports and forms as required, including but not limited to, the California Sales Tax Return, Form 1099, and EDD Report of Independent Contractors.

Computes, verifies, balances, and adjusts accounts, records, and data based on established procedures and policies; provides assistance in monitoring reporting processes, procedures and internal controls for the purpose of maintaining accurate records in accordance with accounting standards and/or making recommendations for improvement to accounts payable processing.

Serve as coordinator for various State and federal assessments and reporting activities; order, receive, prepare and distribute related materials according to established procedures; compile data from the student information system and generate reports according to established procedures and time lines.

Initiate, screen and receive telephone calls; take, retrieve and relay messages as needed; receive visitors, including staff, administrators, parents and the public; provide assistance or direct to appropriate staff; respond to inquiries and provide general information to students, parents, staff and others concerning District operations and activities.

Prepare and maintain a variety of records, logs and reports related to assigned activities; establish and maintain filing systems; research, compile and verify a variety of data and information; review, process and submit a variety of forms, applications and documents; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various documents.

Input and update student and other data in an assigned computer system; maintain automated files and records; initiate queries and generate a variety of computerized lists, reports and documents; assure accuracy of input and output data. Participate in student enrollment coordination.

Provide additional support to appropriate personnel in areas related to facility usage, coordination of events and student recognitions, collection of developer and other fees and coordination advertising in newspapers or billboards as requested; assist with establishing bus routes, coordinating events with the transportation company and selling bus passes; process work permits as assigned.

Communicate orally or in writing with District personnel, administrators, parents, students, outside agencies and the public to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, scanner, 10-key, fax machine, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic standards, methods and procedures involved in the preparation, processing and circulation of testing materials.
State-mandated reporting requirements and time lines.
Modern office practices, procedures and equipment.
Methods of collecting and organizing materials, data and information.
Telephone techniques and etiquette.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Data control procedures and data entry operations.
Operation of a computer and assigned software.

ABILITY TO:

Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.
Perform a variety of duties involved in the coordination, preparation, verification, distribution, collection and processing of various testing or assessment materials.
Answer telephones and greet the public courteously.
Type or input data at an acceptable rate of speed.
Compose and distribute a variety of correspondence.
Operate a variety of office equipment including a computer and assigned software.
Understand and follow oral and written directions.
Complete work with many interruptions.
Maintain records and prepare reports.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent;
Clerical or administrative experience involving frequent public contact highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.

Board Approval 4/19/17

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.
