| **Job Title:** | **Accounting Technician II** | | |
| --- | --- | --- | --- |
| **Supervisor:** | Chief Financial Officer | **Location:** | District Office, Fairbanks |
| **Authorized Hours:** | 7.5 hours per day, M-F | **Classification:** | Classified/Hourly |
| **Days/Months:** | 12 months | **Range:** | G, starting at $22.30 DOE |

# General Responsibilities

Provide accounting support to the Raven School and the Distance Education Program and assist with departmental accounting and business functions.

# Qualifications

**Education:** High School diploma required.

**Experience:** A minimum of 2 years working experience in accounting operations and business functions. Experience in school governmental fund accounting is preferred.

**Skills:**

Experience with computerized accounting software and working knowledge of office machines, computers and email applications preferred. Proficiency in Microsoft Office, Excel and Word applications required.

# Example of Duties

1. Create and maintain all Raven family information in the accounting system including vendors, addresses, and account codes to match student records in main database.
2. Maintain guides and forms for Raven family processes.
3. Establish and maintain budgetary accounts for all Raven students in accounting system.
4. Review and process weekly check runs for Raven family reimbursements. Ensure accuracy and see that payment guidelines are met.
5. Create and maintain direct online (ACH) authorizations, payments and reimbursement files for Raven families.
6. Create and maintain the Raven family computer issue and MIFI programs using database and spreadsheets.
7. Respond to parents, teachers, and administrator concerning the Raven or Distance Education program and resolve any issues with Raven staff in a timely manner.
8. Coordinate business office functions for Distance Education.
9. Ensure the appropriate accounting of Raven funds, including the use of the State’s Chart of Accounts.
10. Plan, review and process all ‘Special’ Internal payments and maintain records.
11. Review, maintain and ensure accuracy of Raven family unexpended funds.
12. Analyze Raven family transactions for accuracy, research discrepancies, and make necessary adjustments.
13. Cross train and provide backup to the Purchasing Agent and Accounts Payable Technician as needed.
14. Other duties as assigned. *Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

# Equipment Used

Standard office equipment, including computer, 10-key calculator, printer, copier, fax machine, telephone system, and video conferencing.

# Independent Decisions

# Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

# Primary Working Contacts

# Administrators, teachers, parents, district office staff and vendors.

# Responsibility for Cash, Equipment, Safety

None

# Supervision Received and Exercised

# Receives oral and/or written instructions from assigned district office administrator.

# Unusual Working Conditions

Work is performed in a normal office setting. There are no unusual demands of the position. Position is mostly sedentary with extended periods sitting at desk/computer.

# Evaluation

# Annual written evaluation.