

**Enterprise Elementary School District
Job Description**

Job Title: Financial Technician (Confidential Position)
Department: District Office
Reports To: Accounting Manager
Range: E
Prepared By: Administrative Assistant – Human Resources
Prepared Date: April 18, 2005
Approved By: Board of Trustees
Approved Date:

SUMMARY

Under the supervision of the Director of Business Services or designee, processes invoices for payment, generates warrant registers, maintains files of purchase orders and paid invoices, generates annual 1099 records, and performs other duties which reasonably relate to the above as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Gather, sort, assemble, tabulate, audit and file financial data.
- Generating purchase orders in a timely manner as purchase order requests are submitted; insure program approval.
- Receive, audit and process invoices for payment; verify proper budget account numbers.
- Review purchases for appropriateness.
- Generate warrant registers and prepare for submission to County Office of Education.
- Audit travel expense claims and prepare reimbursement check.
- Prepare board warrant register report.
- Process immediate pay requests as needed.
- Reconcile and reimburse district office revolving cash fund.
- Maintain permanent file of purchase orders and paid invoices.
- Maintain records of all approved contracts and insure timely payments.
- Update and maintain listing of equipment inventory and capital assets.
- Monitor credit memos and returned merchandise receipts and deduct credit.
- Reconcile outstanding encumbrances; adjust encumbrances at year end as necessary.
- Verify sales tax is paid or accrued as necessary.
- Prepare and maintain permanent file of 1099 records.
- Obtain W-9's for all vendors when required and maintain a file of all W-9 records.
- Prepare accounts receivable invoices.
- Process deposits for any checks or cash received by the district.
- Reconcile cash account at the County Treasurer.
- Coordinate with e-rate vendor to provide necessary documentation.
- Compose correspondence as necessary.
- Provide training to site employees when requested.
- Other duties may be assigned as related to the position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duties satisfactorily. The individual must have the ability to compile and maintain accurate, complete records and reports; ability to make calculations with speed and accuracy; knowledge of modern office technology, methods, practices and procedures; type and operate various office machines; maintain cooperative relationships with those contacted in the course of work; ability to work under stress in a calm manner; ability to work independently with minimal direction and supervision; understand and carry out oral and written directions; meet the public tactfully and courteously, and provide assistance and service. 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

An AA degree in related coursework and two years directly related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret instructions, correspondence, and memos. Ability to write routine reports and correspondence. Must be able to readily take direction and be able to follow through in an independent manner; must be able to effectively speak and present information in one-on-one and small group situations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California driver's license.

OTHER SKILLS AND ABILITIES - Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications. Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

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 and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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.

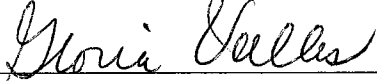
The noise level in the work environment is usually moderate.



Director of Human Resources

5-12-05

Date



Board Approval (Clerk)

6-1-05

Date