

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN III

BASIC FUNCTION:

Under the general direction of an assigned supervisor, perform advanced accounting functions related to fund financial statements; analytical and technical work related to accounts payable, accounts receivable, and student body fund accounting; and preparing various reports for management and government agencies. Provide technical support for District personnel and maintain records to meet California State Education Code and District requirements.

DISTINGUISHING CHARACTERISTICS:

The Accounting Technician III classification performs highly advanced accounting work involved in auditing, reconciling, reporting, and reviewing the work of others. This role requires a deeper understanding of complex accounting principles and practices. The Accounting Technician II classification performs more advanced accounting work involved in auditing, reconciling, reporting and reviewing work of others. The Accounting Technician I classification may be located in District accounting or other operating departments and perform a variety of technical accounting work for assigned accounts while operating with independence on fiscal transactions.

ESSENTIAL FUNCTIONS:

Check and review a variety of records, accounts, and reports for accuracy, conformance, and timeliness; assist with calculations; and inspect for allocations of resources and encumbrances.

Assist in reconciling District general ledger accounts including cash, investments, payroll, benefits, accounts receivable, and accounts payable.

Work closely with Technology Services to coordinate accounts payable warrant processing and resolve issues.

Research, collect, and compile data for financial and statistical reports and develop complex computer-aided models used in the preparation of various reports, projections, and analyses.

Work closely and cooperatively with outside auditors in gathering and interpreting data for review.

Manage user permissions and roles for access to licensed and hosted software platforms to ensure compliance with security policies. Provide limited technical support and training on usage and best practices.

Serve as a resource to District personnel to research, interpret, and communicate accounting policies and procedures as determined by the Board of Education.

Participate in the mandated cost, Medi-Cal Billing, and Medi-Cal Administrative Activity development process and related accounting work.

Review and analyze student activity fund financial reports and statistical data and provide technical accounting support to school sites and controllers.

Provide technical assistance to ensure correct application of appropriate regulations, laws, and guidelines. Make oral and written recommendations regarding analysis of work, policies, and procedures.

Work in teams by sharing knowledge, participating in meetings and work groups, and supporting the goals and objectives of the District. Provide technical expertise, participate in the formulation, development, and maintenance of department procedure manuals and handbooks.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Advanced principles and procedures of accounting, including governmental procedures and school district fiscal, payroll, and budget procedures.

Procedures to generate checks and invoices.

Financial and statistical record-keeping techniques.

Laws, rules, and regulations related to assigned accounting activities.

District organization, operations, policies, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Operation of office equipment, including computer and spreadsheet software applications.

Telephone techniques and etiquette.

ABILITY TO:

Act in a professional manner.

Review and perform advanced accounting functions related to financial statements for various funds involving receipt and proper disposition.

Receipt, post, and reconcile financial transactions.

Prepare and process financial, statistical, accounting, and purchasing documents, records, and materials.

Verify, post, balance, and adjust accounts.

Plan work and meet schedules and timelines.

Add, subtract, multiply, and divide quickly and accurately.

Learn and apply policies, procedures, rules, regulations, and State Education codes involved in assigned activities.

Maintain confidentiality of sensitive and privileged information.

Answer telephones and greet the public courteously.

Perform clerical duties such as filing, typing, duplicating, and maintaining routine records.

Operate office equipment, including a computer and spreadsheet software applications.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain consistent, punctual, and regular attendance.

See to inspect financial or statistical records.

Hear and speak to exchange information in person and on the telephone.

Sit for extended periods of time.

Bend at the waist, kneel, or crouch to retrieve and file records.

Move hands and fingers to file and operate office equipment.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by two years of college-level course work in accounting or related field and three years of increasingly responsible experience in government accounting or closely related field.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

BOARD APPROVED: November 4, 2025