

Granite Falls School District  
Accounting Technician

**GENERAL SUMMARY**

The responsibilities of this position are to assist the Director of Business & Operations in the areas of budgeting, accounting, fiscal responsibility, and the operation of the business office. The accounting technician will perform all necessary functions to complete purchasing and accounts payable including vendor invoices, employee reimbursements, and reimbursements to the district imprest bank account. The following list of functions is not exhaustive and may be supplemented as necessary.

**ESSENTIAL FUNCTIONS**

To effectively perform the essential functions of any position with the District, regular attendance is required and expected.

1. Perform professional level accounting duties with responsibility for the coordination and determination of methods and procedures in the maintenance of accounting system controls.
2. Develop and maintain fiscal and accounting system controls to meet internal and external standards and requirements.
3. Maintain and refine account coding and classification systems.
4. Create journal entries and maintain accurate journals, ledgers, and monthly reports. Reconcile district records with the County Treasurer's reports.
5. Compile state, federal and other financial reports as required and requested.
6. Prepare and submit claims on grants and contracts.
7. Maintain budgets for revenues and expenditures on grants and contracts.
8. Perform journal vouches in reconciling budget reports as necessary and/or directed; write monthly invoices for billable substitute costs, motor pool, transportation, and grants; input building report data monthly for general fund, ASB, capital projects, expendable trust, and food service accounts; write monthly checks to county auditor and reconcile monthly reports to cash receipts; assist with maintaining grants and other various accounting duties as assigned.
9. Process special reports, compile statistical records, maintain confidential files and data.
10. Update and distribute business office procedures manual; facilitate knowledge of procedures to district staff.
11. Assist the Director of Business & Operations in preparation of the comprehensive annual financial report.
12. Assist the Director of Business & Operations in the preparation of the annual budget.
13. Complete all actions needed to process accounts payable including auditing of invoices and reconciling vendor statements; verifying authorization for payment; data entry; filing; and producing information for board approval of invoice payments.
14. Investigate and resolve accounts payable problems, such as, nonpayment of invoices and invoice errors.
15. Supply inventory information on new equipment acquisitions.
16. Responsible for district imprest account and advance travel account.
17. Monitor encumbrances on open purchase orders.
18. Responsible for submitting quarterly compensation taxes.
19. Responsible for issuing yearly 1099 information.
20. Prepare all billings and maintain accounts receivable and subsidiary ledgers.
21. Invest available funds with County Treasurer.
22. Maintain district inventory of fixed assets on a continuing basis.

23. Answer inquiries and concerns of district staff, parents, community members, and staff of other school districts.
24. Answer phones as backup to the receptionist.
25. Serve as a member of the business team of the district; perform related duties consistent with the scope and intent of the position.

REPORTING RELATIONSHIPS: Reports to Director of Business and Operations

#### MINIMUM QUALIFICATIONS

##### Education and Experience

Minimum AA degree in accounting or business related field, school district accounting experience can substitute for degree.

Demonstrated knowledge of accounting and/or bookkeeping and accounts payable

High School diploma or equivalent

##### Licenses/Special Requirements

Fingerprinting required. Satisfactory background clearance.