

Bakersfield City School District  
Education Center – 1300 Baker Street  
Bakersfield, California 93305  
Personnel Services

**TITLE:** ACCOUNTING TECHNICIAN I

**QUALIFICATIONS:**

1. Knowledge of procedures related to school district budget and finance records or related area
2. Ability to efficiently operate electronic accounting equipment and a variety of standard business office machines and equipment
3. Ability to make accurate mathematical computations
4. Ability to work effectively with staff and public
5. Ability to follow oral and written directions; ability to use independent judgment

**REPORTS TO:** Administrator as Assigned

**JOB GOALS:** To provide professional services which will contribute to effectiveness of department and services it renders

**PERFORMANCE RESPONSIBILITIES:**

1. Perform routine tasks relating to the preparation and management of a variety of budget and accounting records and reports pertaining to one or more of the following: revenue, expenditures, attendance, payroll, accounts payable, accounts receivable and general accounting
2. Gathers, assembles, tabulates, checks and files budget and financial data
3. Prepares input to the computer and utilizes the computer prepared output reports in verifying data
4. May receive money and prepare deposits
5. Assists in preparation of budget reports or financial records
6. Provides information to staff and public
7. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; classified salary schedule, class 21

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable