



PLEASE POST

ANNOUNCEMENT OF CLASSIFIED VACANCY

MAY 2017

Salary:

Classified Range 29

Step 1 - \$3866 month
Step 2 - \$4058
Step 3 - \$4263
Step 4 - \$4475
Step 5 - \$4696

Initial step placement, up to step 3, will be determined by verifiable years of related experience and other appropriate considerations. Step increase will occur annually on anniversary date until maximum step is reached (step 5)



Work Location:

District Office

Work Schedule:

12 months per year
8 hours per day
Monday through Friday
7:30 a.m. to 4:30 p.m.

Schedule subject to change based on dept. needs

Benefits:

District contributes \$7558.30 per year towards Medical, Dental, Vision and Life Insurance

- 14 Paid Holidays per year
- Paid Vacation, Sick and Personal Necessity Leave
- CalPERS Retirement System

INTERMEDIATE ACCOUNTING TECHNICIAN

FINAL DATE TO APPLY: May 26, 2017

APPLICATION PROCESS: Application must be submitted at www.EdJoin.org and must include a resume. *Incomplete applications will not be considered. Visit www.ausd.net for a direct link to EdJoin.*



THE POSITION:

Under the direction of the Accounting Supervisor, perform a variety of responsible clerical accounting duties related to accounts receivable, posting and balancing cash, reconciling accounts and balancing various fringe benefits deductions and accounts; prepare and process financial, statistical, accounting and purchasing documents.

Education and Experience

- Graduation from high school or G.E.D. equivalent supplemented by college level coursework in accounting or bookkeeping
- Minimum of three years of clerical accounting experience maintaining automated financial and statistical records

Knowledge and Abilities

Knowledge of: advanced methods, procedures and terminology used in clerical accounting work, including accounts receivable and fringe benefits; cash flow analysis and general ledger procedures; financial and statistical record-keeping techniques; modern office practices, procedures and equipment; correct English usage, grammar, spelling, punctuation and vocabulary; laws, rules and regulations related to assigned activities; District organization, operations, policies and objectives; interpersonal skills using tact, patience and courtesy; operation of office equipment, including a computer, word processing and spreadsheet software applications.

Ability to: perform a variety of responsible clerical accounting duties related to accounts benefits deductions and accounts; verify, post, balance and adjust accounts; receipt, post and reconcile financial transactions; prepare and process financial, statistical, accounting and purchasing documents, records and materials; meet schedules and timelines; perform simple math quickly and accurately; work confidentially with discretion; communicate effectively both orally and in writing.

EQUAL OPPORTUNITY EMPLOYER ❖ WE ARE A TOBACCO, DRUG AND ALCOHOL FREE DISTRICT