



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: CATEGORICAL ACCOUNTING TECHNICIAN

REPORTS TO: Director of Curriculum Services **SITE:** District Office

CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Month

SALARY: Range 144 – Classified Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: 03/24/11

JOB SUMMARY:

Under general supervision, this position performs complex and advanced level accounting work. Duties involve the application of bookkeeping and statistical reporting principles. This position is directly responsible for providing statistical reporting for a variety of reporting agencies, including, but not limited to state and federal agencies. Procedures and processes are typically regulated by specific law and administrative requirements and involve specific personnel and student information. This position acts as a primary resource in the area of assignment of budget codes. This position serves as a liaison to various administrative and management staff; planning, organizing and monitoring categorical budgets to ensure funding requirements are met and accurate reports are completed. This position will provide assistance and support to those responsible budgets and fulfill other duties as assigned.

ESSENTIAL FUNCTIONS:

1. Maintain records and accounting statistical information for six different federal accounts under No Child Left Behind (NCLB).
2. Provide data analysis for Local Education Agency Program (LEAP) and Single Plan for Student Achievement (SPSA).
3. Maintain accounting records for district categorical funding and instructional department funding.
4. Report student data collection for the CAL-Safe program.
5. Compile report information on a variety of criteria for the instruction department.
6. Coordinate data collection for the Program Improvement (PI) program.
7. Assist in the completion of the California Basic Educational Data System (CBEDS) and the R-30 reports.
8. Compute journal entries.
9. Post, audit, and reconcile general ledgers and prepare account summaries.
10. Audit and record receipts and revenues to proper accounts.
11. Assist in preparing department or program budget.
12. Prepare financial and statistical records.
13. Provide database support for classified and personnel services.

Employment Standards:

Incumbent must be able to perform essential functions 1-13 with or without reasonable accommodation.

QUALIFICATIONS:

Education/Training Experience

- Two-year college degree preferred, including coursework in business math, computer business applications, office procedures, and basic accounting.
- Advanced knowledge of database and spreadsheet programs, word-processing programs, including but not limited to all MSOffice products; graphic programs, spreadsheets and databases.
- Combination of experience, educational and vocational training.
- The ability to multi-task in a busy environment.
- The ability to use critical judgment in the application of preparing statistical reports.
- Attention to detail and accuracy.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment Equity Flyer](#)

[BP0415.1 Racial Equity](#)
[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.