



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 8/15/2023

Accounting Technician (Facilities)

Pay Scale: B

Level: 9

FLSA Status: Non-Exempt

Job Family: Facilities Services

Primary Location: Facilities Services

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

The Accounting Technician performs responsible technical tasks in an established accounting system and related support systems. This job is responsible for collation, processing, and validating practical accounting tasks representing financial transactions. The Accounting Technician is responsible for the review and verification of transactions generated through the established accounting system. The Accounting Technician processes large quantities of financial documents for which accurate and timely completion is crucial. The Accounting Technician also leads key elements of customer service functions carried out by the Accounting Division.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Reviews processed transactions, ensuring the presence of all required supporting documents, and determining the need for additional information to meet regulatory requirements
- Gathers, checks, and tabulates data used in the preparation of records and reports
- Accurately and timely interfaces multiple school district support systems into the established accounting system to facilitate efficient electronic payments to vendors
- Processes and maintains the Automatic Clearing House transactions within the established accounting system
- Process fixed asset transactions
- Reconciles various General Ledger accounts and prepares journal entries for assigned areas
- Assists customers, departments, and employees by providing fiscal information, clarifying procedures, answering questions, and providing guidance through the resolution of potential issues
- Routinely uses and relies on spreadsheets and other software applications to complete assigned tasks
- Timely and accurately processes invoices, employee reimbursements, purchase card transactions, and other approved documents for payment
- Verifies purchase order and encumbrance transactions based on school division policies and procedures
- Provides training to school and central office bookkeepers in various accounting areas
- Completes transactions based on established protocols

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Associate's Degree in accounting or related field

Experience

Two (2) years of experience with a complex financial system, Oracle EBS preferred
Experience with Microsoft Excel and other Microsoft Office products

Licenses and Certifications

Knowledge, Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Ability to work under pressure of deadlines
- Excellent customer service, interpersonal and organizational skills
- Ability to deal quickly and accurately with quantitative information and verify correctness of actions
- Ability to perform duties with limited supervision
- Ability to operate standard office equipment such as a ten-key calculator, photocopier, facsimile machine, and personal computer

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified

employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.