

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
DIVISION OF PERSONNEL SERVICES**

Classified Service

OCTOBER 15, 2009

**ANNOUNCEMENT OF EXAMINATIONS TO
ESTABLISH AN ELIGIBILITY LIST VALID FOR SIX MONTHS**

TO BE POSTED ON ALL CLASSIFIED BULLETIN BOARDS – ANNOUNCEMENT #101509-01

POSITION TITLE: **ACCOUNTING TECHNICIAN**

SALARY: 2008-09 CSEA (California School Employees Association) Salary Schedule Range 230, \$21.10 - \$23.26. Advance salary placement is contingent upon at least 3 years of equivalent experience within the past 10 years in a public school district or county office of education.

PURPOSE: *To establish an eligibility list for vacancies occurring in the next six months* and to fill one current vacancy - Business Office, Fiscal Services Department.

WORK YEAR: Full time: 8 hours/day; 12 months/year. Start date dependent upon Fingerprint and TB clearance.

APPLICATION PROCEDURE:

- ✓ School District Application
- ✓ Supplemental Application
- ✓ At least two signed letters of recommendation on letterhead
- ✓ Typing Certificate (35 wpm net minimum, 45 wpm preferred)

From San Luis Personnel Services (544-1800), Creekside Career Center – no fee charged (788-2600), or Estrella Career Center – no fee charged (237-3014), unless you have previously qualified with San Luis Coastal Unified School District. Failure to provide the certificate or confirm previous qualification with the District by calling Nancy Kunde at (805) 549-1239 by the deadline will result in disqualification). **Typing Certificates from other agencies will not be accepted.**

The above items **MUST** be on file in the Personnel Office, San Luis Coastal Unified School District, 1500 Lizzie St., Bldg. A, San Luis Obispo, CA 93401-3062, no later than **4:00 PM on WEDNESDAY, NOVEMBER 4, 2009.**

TEST INFORMATION:

- A) 20% - A written examination covering skills, knowledge, and abilities required of an Accounting Technician will be given on **TUESDAY, NOVEMBER 10, 2009, at 9:00 A.M.** at the San Luis Coastal Unified School District Administration, 1500 Lizzie Street San Luis Obispo, CA 93401 Bldg. A--Personnel. **TESTING WILL BEGIN PROMPTLY AT 9:00 A.M. APPLICANTS ARRIVING LATER THAN 9:00 A.M. WILL NOT BE ADMITTED FOR TESTING.** Minimal written passing score on each test segment is 70%. Averaged minimal passing score is 70%.
- B) 40% - The District Application and Supplemental Application forms covering relevant knowledge, skills, abilities, and experience will be evaluated on a job-related basis. Minimal passing score is 70%. Minimal combined averaged passing score of A) and B) is 70%.

It is anticipated that the eight applicants with the highest combined scores will be eligible to proceed to Step "C", the oral interview. **APPLICANTS MUST CALL** Nancy Kunde at 805-549-1239 on **NOVEMBER 12, 2009 between 10:30 - 11:30 a.m.** to find out if they are eligible to proceed to Step "C". Applicants eligible to proceed to the oral interview will have an appointment scheduled for them at that time.

- C) 40% - An oral interview covering personal qualifications, experience, and training is scheduled for **WEDNESDAY, NOVEMBER 18, 2009.** Minimal passing score is 70%. Minimal combined averaged passing score of A), B), and C) is 70%.

SPECIAL NOTES: 1) *Correctly filling out forms and following other instructions contained in this notice are part of the testing process.* 2) *Handicapped applicants need to notify the Personnel Office of any special needs so that adequate preparation may be made for their testing.* 3) *Veterans qualifying for the oral board examination may receive 5 additional points added to their final score if proof of discharge is submitted at time of oral board interview. A "veteran" as used here means any person who served in the United States armed forces in time of war, or national emergency.* 4) *Eligibility lists are established for a period of six months. In accordance with Personnel Commission Rule 6.2, names may be certified from the Open Eligibility List before the Promotional Eligibility List is exhausted.*

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
CLASS SPECIFICATION**

ACCOUNTING TECHNICIAN

PURPOSE OF POSITION

To perform complex, responsible, and specialized financial work; to perform double entry bookkeeping; and to perform related duties as assigned.

SUPERVISION

Receive direction from the Director of Fiscal Services.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to, the following and will vary depending on the operational area to which assigned:

Maintain a double-entry set of books on a computer; keep journals and ledgers; make adjustments; prepare journal entries; post, and tabulate financial and statistical data.

Participate in the development and monitoring of the District and categorical budgets.

Review and approve purchase orders for correct account code and available budget.

Analyze all budget postings for accuracy. Verify all account codes to ensure they have been set-up in accordance with the standardized account code structure.

Assist the Director in preparing periodic reports, both required and specialized, for the Board of Education, State Department of Education, management, and staff.

Process student attendance reports by reviewing for accuracy and appropriate coding of student absences. Assist school site staff with student attendance reporting requirements.

Prepare all accounts receivable billings, receive payments, and make appropriate journal entries.

Prepare daily accounting work papers with the County and initiate corrections to reconcile District's books with the County.

Review available cash balances on a daily basis and process transfers as directed.

Review and process revolving cash account reimbursements.

Assist the Director in preparing a variety of mandated financial and District-related reports for the county, state, and federal governments.

Organize and maintain departmental records, forms, files, and documents necessary for a variety of calculations, transactions, and documentation.

Respond to requests from District staff for information regarding accounts, accounting procedures, budget changes, postings, and other financial items.

Provide technical assistance to departmental personnel in accounting procedures and producing financial reports from the financial computer program.

Reconcile bank account for District monies.

ACCOUNTING TECHNICIAN (continued)

Perform year-end closing and reporting.

May prepare deposits for the bank.

Attend local and state financial reporting workshops and conferences as directed.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

The position requires the ability to see for purposes of reading financial records, regulations, policies and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate computer equipment, typewriter, calculator, copy machine and other office machines with dexterity; and occasionally lift/carry office supplies and printed materials weighing up to 25 pounds. The duties are performed in a business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling file drawers, reaching in all directions, and prolonged periods of time working at a computer.

QUALIFICATIONS

Experience/Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be four years of increasingly responsible experience in the maintenance of financial or statistical records, preferably in a school district, and completion of the twelfth grade supplemented by additional course work in accounting, bookkeeping, or a related field.

Skills, Knowledge, and Abilities: Knowledge of principles and practices of financial record keeping and reporting; general accounting and invoice auditing procedures; basic mathematics principles used in bookkeeping or financial record keeping; English usage, spelling, grammar and punctuation; modern office procedures; and computer equipment and word processing, spreadsheet, and data base programs. Ability to review and perform complex and specialized financial clerical work relating to the preparation, processing and maintenance of District records; maintain accounting and financial records and prepare statistical reports accurately; read and understand financial records, reports, and technical and procedural requirements; make arithmetic computations rapidly and accurately; learn, interpret, and apply administrative and departmental policies, laws and regulations; operate a variety of office equipment; operate a computer and peripheral equipment; demonstrate accurate keyboarding skills at a speed adequate for successful job performance, preferably 35-45 words per minute; understand and carry out oral and written directions; communicate effectively, both orally and in writing; and establish and maintain cooperative working relationships with those contacted in the course of work.



Classified Personnel Application

San Luis Coastal Unified School District – Rick Robinett, Director of Personnel
1500 Lizzie Street – San Luis Obispo CA 93401 – Phone: (805) 549-1233

Position for which you are applying: _____

Applicants will be required to submit proof of U.S. citizenship or legal U.S. residence, if hired. Each classified applicant selected for employment will be required to (a) be fingerprinted, (b) provide social security number, (c) swear or affirm allegiance in writing to the United States and to the State of California, and (d) furnish proof of a current intradermal tuberculin test. Applicants may be required to take a post-offer job-related medical examination at the employer's expense.

I. GENERAL INFORMATION

Name: _____
Last First Middle Initial

Address: _____
Street City State Zip

e-mail Address: _____

Telephone Numbers: Home: _____ Cell: _____ Work: _____

San Luis Coastal Unified School District does not assign two members of the same family to positions where one would supervise the other. Do you have any relatives employed by this District? Yes No

If yes, name of relative: _____

Have you ever been convicted of any felony or misdemeanor offense, including entering a plea of nolo contendere, in California or in any other state or place? Yes No (If yes, describe below.)

(A conviction will not automatically bar you from consideration for employment. However, if you fail to disclose the fact of a conviction, that failure will result in disqualification from the employment process. Education Code prohibits hiring individuals convicted of narcotics or sex offenses, or serious and violent crimes. Fingerprint criminal history clearance is required by law of all school employees prior to date of employment.)

Offense: _____ Date: _____

Court: _____ Disposition: _____

II. In addition to the supervisors listed on the reverse side of this application, please list a minimum of three people not related to you who have knowledge of your ability to perform the duties of the position for which you wish to be considered.

Name	Occupation	Mailing Address	Phone Number

III. EDUCATIONAL AND PROFESSIONAL TRAINING List educational training chronologically beginning with high school:

Name of High School/University	City/State	Major	Type of Degree or number of semester or quarter units completed

IV. WORK EXPERIENCE Begin with your PRESENT employer and list your work experience in reverse order. Include self-employment and periods of unemployment in excess of six months as separate periods. If additional space is needed, attach separate page, but please follow same format.

Name of Employer:		Type of Business:			
Job Title:		List your main duties:			
Supervisor's Name and Title:					
Phone Number:					
Dates of Employment: From:				To:	
# Hrs/Week:				Last Salary Earned: \$	
Reason for Leaving:					

Name of Employer:		Type of Business:			
Job Title:		List your main duties:			
Supervisor's Name and Title:					
Phone Number:					
Dates of Employment: From:				To:	
# Hrs/Week:				Last Salary Earned: \$	
Reason for Leaving:					

Name of Employer:		Type of Business:			
Job Title:		List your main duties:			
Supervisor's Name and Title:					
Phone Number:					
Dates of Employment: From:				To:	
# Hrs/Week:				Last Salary Earned: \$	
Reason for Leaving:					

Name of Employer:		Type of Business:			
Job Title:		List your main duties:			
Supervisor's Name and Title:					
Phone Number:					
Dates of Employment: From:				To:	
# Hrs/Week:				Last Salary Earned: \$	
Reason for Leaving:					

I certify that I have made true, complete, and correct answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with San Luis Coastal Unified School District. My signature below authorizes San Luis Coastal Unified School District to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as previous employers, personal references, professional references, and other appropriate sources. I waive my right of access to any information so obtained.

Signature of Applicant: _____

Date: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation, at any district site and/or activity.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
DIVISION OF PERSONNEL SERVICES

SUPPLEMENTAL APPLICATION FOR ACCOUNTING TECHNICIAN

This supplemental application is part of the selection process and is an opportunity for you to demonstrate your writing skills. On a separate page(s), write complete and accurate responses to the following questions.

1. List the accounting courses you have taken; include the name of college or university at which they were taken. If the list is extensive, you may attach an unofficial copy of your transcript.
2. Describe your work experience in the following areas; give specific examples:
 - a. Journal entries
 - b. Budget preparation and analysis
 - c. Preparation of financial reports
 - d. Application of Federal/State laws, codes, regulations, and manuals, including SACS
3. List the computer applications in which you are proficient. Include accounting and payroll software.
4. Attach an example of a financial report you prepared using Excel.