Job Title: Accounting Technician III
Position Code: 4N20, DN20
Job Classification: Non-Exempt

Supervisor: Principal
Pay Grade: 19
Contract Length: 220 Days

Job Summary
Position is responsible for providing clerical office support.

Essential Duties
1. Performs clerical and technical work.
2. Performs computations and posts to statistical records.
3. Maintains office files, account records, and a variety of other records.
4. Maintains fund accounts, makes trial balances and accounts for funds received.
5. Prepares bills for payment.
6. Models nondiscriminatory practices in all activities.

Other Duties
1. Performs any other related duties as assigned by the Principal or other appropriate administrator.

Job Specifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)
Completion of a standard high school, supplemented by courses in bookkeeping and accounting. Thorough knowledge of bookkeeping terminology and methods. Ability to make mathematical computations quickly and accurately and post accounts with speed and accuracy. Ability to maintain complex financial records and prepare records and statements. Ability to understand and follow oral and written instructions; ability to prioritize workload.

Working Conditions & Physical Requirements
Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.
**Work Environment**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school environment.

**Supervision Exercised:** None  
**Supervision Received:** Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Account Technician III will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

**Approvals:**

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I acknowledge that I have received and read this job description.

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Revised 6/10 (BB)