

**MENDOCINO UNIFIED SCHOOL DISTRICT**  
**Classified Job Description**

**CLASS TITLE:**  
**MCN Accounting Technician**

**RANGE: 30**

**Duty Days 12 month**

**BASIC FUNCTION:**

Under supervision of MCN Manager, performs accounting functions and other office duties for Mendocino Community Network.

**REPRESENTATIVE DUTIES:**

- Process accounts payable and accounts receivable.
- Verify, balance, adjust and assure the accuracy of accounts; receive, verify and audit invoices and receipts for supplies, equipment and services.
- Receive and route telephone calls; take and relay messages.
- Prepare and maintain records related to budgets, purchases, expenditures and inventory.
- Type, duplicate, collate, file and distribute memos, bulletins, reports, letters, purchase orders and other information items.
- Sort and distribute incoming mail.
- Enroll new customers for dial up service.
- Assist customers with rate changes and/or reactivating accounts.
- Maintain and compile staff attendance and supplementary payroll records.
- Operate as variety of office equipment including typewriter, calculator, copier and computer to enter and manipulate data.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment  
Principles of office and time management  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Receptionist and telephone techniques and etiquette  
Record keeping and filing systems  
Basic math and computation methods  
Interpersonal skills using tact, patience and courtesy even when under pressure  
Operation of a personal computer  
When to ask for help or guidance

**ABILITY TO:**

Maintain financial records  
File accurately  
Use computer spread sheet and database  
Remember details and listen carefully  
Adapt to many different "helping" roles  
Work confidentially with discretion

Approved 3/8/07

Communicate effectively both orally and in writing

Communicate effectively with the public in a pleasant and positive manner

Maintain calm and pleasant manner under pressure from large numbers of diverse people and situations.

Establish and maintain cooperative and effective working relationships with others

Combine a facilitative, helpful style with an orderly and systematic procedure

Self-supervise and regulate job priorities

Use a computer and other standard office equipment

Bend, stoop, lift up to 30 lbs

Sit for extended periods of time

**EDUCATION AND EXPERIENCE**

High School Diploma or its equivalent supplemented by sufficient training and experience to demonstrate the knowledge and abilities listed above. Customer service experience is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Fingerprint clearance for the Department of Justice

Valid California Driver's License

**WORKING CONDITIONS:**

Busy office environment