



## Job Description

**Job Title:** Account Technician II  
**Position Code:** 4N13, DN13  
**Job Classification:** Non-Exempt

**Supervisor:** Supervisor, Accounting  
**Pay Grade:** 17  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for compiling and maintaining fixed asset inventory records and assisting with accounts payable records for the division under the direction of the supervisor of accounting. Position maintains a computerized database, tags newly purchased assets, coordinates an annual system-wide inventory, and scans invoices into the accounts payable system. Position is responsible for performing various accounting functions and providing clerical office support.

### Essential Duties

1. Maintains a detailed, accurate and up to date Fixed Asset Database and performs data entry tasks to reflect additions, deletions, or transfers of the division's fixed assets.
2. Physically tags all newly purchased fixed assets with a serialized bar code before delivery to the intended site and works with designated departments and vendors to have assets tagged.
3. Coordinates the annual, system-wide physical inventory of all fixed assets with designated school division departments and investigates any discrepancies.
4. Provides an annual cumulative physical inventory report to the supervisor of accounting for review.
5. Enhances the "Fixed Asset" portion of the database, as needed, to ensure that it continues to meet the needs of the division.
6. Prepares customized reports from the "Fixed Asset" portion of database as requested.
7. Acts as a liaison with the police department and insurance carriers concerning damage, loss, or theft to the division's fixed assets and submits claims and theft reports as necessary.
8. Maintains accurate records of any funds reimbursed from insurance carriers for damage, loss or theft.
9. Scans invoices into the accounts payable computer system. Prepares, distributes, copies and files financial records.
10. Serves as primary backup to answer the telephone for Business Department.
11. Distributes Business Office mail.
12. Models nondiscriminatory practices in all activities.

### Other Duties

1. Performs any other related duties as assigned by the Supervisor, Accounting 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 diploma. Some knowledge of bookkeeping terminology and methods. Some knowledge of spreadsheet and word processing software is essential. Ability to make simple mathematical computations. Ability to prepare and maintain simple financial records. Ability to understand and follow oral and written instructions. Ability to file alphabetically and by date. Ability to answer the telephone in a pleasant manner. Ability to operate standard office equipment.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; 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 environment.

**Supervision Exercised:** None

**Supervision Received:** Supervisor, Accounting

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Account Technician I will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor, Accounting 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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Supervisor

Date

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

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Employee Name (Print)

Signature

Date

Revised 6/10(BB)