MONTANA SCHOOL for the Deaf & Blind

Job Profile

Accounting Technician

SECTION I – Identification

Working Title	Job Code Number	Job Code Title
Accounting Technician Full Time –Permanent $11.78 - $15.73, DOE	433313	Accounting Technician

Pay Band	Position Number	
3	51300005	☐ FLSA Exempt ☐ FLSA Non-Exempt

Department	Division and Bureau
Montana School for the Deaf and Blind	

Section and Unit	Work Address and Phone
	3911 Central Avenue Great Falls MT 59405 406 771 6000

Profile Produced By	Work Phone
Donna Schmidt	406 771 6000

Work Unit Mission Statement or Functional Description - This section should include a complete statement of the mission or function as it relates to the work unit.

The vision of the Montana School for the Deaf and the Blind is to promote and maintain excellent and comprehensive educational opportunities for every deaf, hard-of-hearing, blind, low vision and deaf child in Montana which shall lead to the highest potential for adult life of independence and self-sufficiency; a meaningful personal, family and community life, and a useful, productive occupational life.

This position is in the Administration Program. The Administration Program is responsible for the management of the schools daily activities and the compliance with statuatory regulations. This includes the financial activity of the school. This program includes the Superintendent, Business Manager, Benefits Specialist, Executive Secretarty and Accounting Technician.

Describe the Job's Overall Purpose:

The overall purpose of this position is: (1) Acccounts Payable, (2) Payroll assistant, (3) maintaining student and club accounts, (4) inventory control, (5) daily deposits, (6) ordering office supplies.

SECTION II - Major Duties or Responsibilities	% of Time
This section should be a clear concise statement of the position's duties. Well written thorough task duty statements are required here to accurately evaluate the position. 1. What are the major duties or responsibilities assigned to this position? Group duties in order of importance and estimate the percent of time needed to perform each duty. **NOTE:** Because you are identifying **major** duties usually 3-5, the quantity of time probably will not be less than **20%.** If a duty is essential but not performed routinely you should list it. For example, lobbying during the legislative session may not take up a large percent of total work time, but can be an essential duty.	
• Assist Benefits Specialist in processing biweekly payroll. • Assist Benefits Specialist with other duties as assigned. • Process pay warrants (accounts payable). • Investigating and resolving issues with pay warrants. • Maintains student, club and parents accounts using Microsoft Access. • Inter-unit journal entries. • Correcting journal entries. • Maintains school contingent checking account. • Inventory/Asset control using Regroup software. • Orders/maintains office inventory of supplies. • Daily deposits. • Other duties as assigned.	
2. Give specific examples of the types of problems solved, decisions made or procedures followed when performing the most frequent duties.	
This position will be responsible for paying all the schools monthly bills, if a payment has been recorded improperly with a vendor, the accounting technician will contact the vendor and work to resolve the issue.	
3. What do you consider the most complicated part of the job?	
This position will work independently and must meet deadlines. Time management is probably the most complicated part of this job.	
4. What guidelines, manuals or written established procedures are available to the incumbent?	
Montana Code Annotated – State statutes Administrative Rules of Montana MOM – Montana Operations Manual MSDB Policy Manual	

5. If this position supervises other positions, complete the following information.

The number of employees supervised is 0.

Is this position responsible for:

☐ Hiring ☐ Firing ☐ Performance Management ☐ Promotions

☐ Supervision ☐ Discipline ☐ Pay Level ☐ Other:

6. Please attach an Organizational Chart (optional).

MSDB Superintendent

MSDB Business Manager
(Reports to Superintendent)

Payroll Technician
Benefits Specialist
Executive Secretary
(Reports to Business Manager)

Maintenance Manager
Maintenance Worker II
Lead Maintenance Worker
Maintenance Worker
Maintenance Worker
(Reports to Business Manager)

SECTION III - Minimum Qualifications - List the minimum requirements for **first day** of work.

Please list the main knowledge and skill areas required for the job:

- Thorough knowledge of accounting principles including payroll.
- Experience using Microsoft Access, Word, Excel.
- 10 Key
- Excellent typing skills

What behaviors are required to perform the duties? **NOTE:** Identifying behaviors used for recruitment and selection and other HR functions are part of building a competency model (see **Creating Competency Models** in Guide). A position description will provide helpful information if a model has not been developed. Often "abilities" from the current PD can be stated as desired and observable behaviors. For example, "the ability to communicate clearly in writing" can be restated "writes clearly and concisely".

- The ability to communicate clearly in writing.
- The ability to communicate clearly in person.
- The ability to communicate to students, staff and visitors in ASL. (By 3rd employment anniversary)

Education and experience: Please check the one box that indicates the **minimum** educational requirements for this job, as it relates to a new employee on the **first day** of work (not the educational background of the person now in the position):

- ☐ No education required
- ☐ High school diploma or equivalent
- ☐ 1 year job-related college or vocational training
- ☒ 2 year job-related college or vocational training
- ☐ College degree (Bachelor's)
- ☐ Post-graduate degree or equivalent (e.g. Master's, JD)

There may be a variety of fields of study that are acceptable. A Human Resource Specialist may have a Bachelor's in Human Resources, Business Administration, Public Administration or another related field. Please specify the acceptable fields of study:

- Associate degree in accounting or related field.
- At least 4 years experience working as an accounting technician.
- Or a combination of experience equivalent to education and experience.
- SABHRS experience a plus.
- ASL – American Sign Language is required in this position. See other important job information below for specifics.

Other education, training (software), certification (CPA), or licensing (pilot, psychologist) required (please specify):

SABHRS Experience helpful, but not required. Employee will be trained to use state accounting software in SABHRS.

Please check the one box that indicates the minimum amount of job-related work experience needed as a new employee on the first day of work (not the experience of the person now in the position):

- ☐ No prior work experience required
- ☐ 1 to 2 years of job-related work experience
- ☒ 3 to 4 years job-related work experience
- ☐ 5 or more years of job-related work experience

Specific experience (optional):

SECTION IV – Other Important Job Information
List any other important information associated with this position, such as working conditions, supervision provided or received, scope and effect and personal contact.
While performing the duties of this job, the employee is required to sit, stand, stoop, kneel and walk. The employee is regularly required to operate word processing and data entry software that requires repetitive motion of hands and arms. The employee must occasionally lift and or move up to 50 pounds. The work environment consists of and 18 acre campus with 4 building housing the education program and 3 buildings housing the residential program. This position requires occasional and independent travel between all buildings. The physical demands and work environment characteristics described are representative of those that must be met be and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. ASL – American Sign Language is required in this position. Per policy 5124 this position is required to have Survival ASL skills by their three year anniversary of employment. This skill will be tested annually by the Sign Language Proficiency Interview (SLPI) team. If employee doesn't meet the minimum requirement, a written professional development plan will implemented for the employee to learn this language. MSDB is a non-smoking environment extending to the entire campus; there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a valid Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is a policy of the Board that any finalist for hire shall submit to a fingerprint based national criminal history background check conducted by the FBI prior to hire. Additionally and "Applicant Release Form" must be completed and signed as part of the application. The Montana School for the Deaf and Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

SECTION V – Signatures		
My signature below (typed or hand written) indicates the statements in Section I to IV are accurate and complete.		
Employee:		
Signature	**Title**	**Date**
Immediate Supervisor:		
Signature	**Title**	**Date**
Administrative Review:		
Signature	**Title**	**Date**

JOB EVALUATION FORM

This section is to be completed by a trained classifier in the agency or by State Personnel Division.

Prepared By	Date

Position Status: ☐ Reclassified ☐ Vacant ☐ New Position

Choice of Class Series:

Position Summary:

Benchmark Factoring

Classification Factor Level:

The predominant work of this position consists of:

Factor level Comparison:

Benchmark Comparisons:

Classifier Signature	**Title**	**Date**

Upon completion of this section the classifier should make certain that the Job Code Number, Job Code Title and Pay Band on the first page of this document accurately reflect the Choice of Class Series and classification factor level determined above. Attach Organizational Chart, Audit Notes or other pertinent information.

This completed document should now be filed in: I:\Classref\Agencyjp\(agency#)\(filename).
File naming convention is: (position#)jp(date).doc (e.g. 000573jp0100.doc, where date is: month year).