

**CHANDLER UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: GENERAL OFFICE
TITLE: ACCOUNT TECHNICIAN II/BUYER
CALENDAR: [ACCOUNT TECHNICIAN II](#)
SALARY: [GRADE 11](#)

Job Goal

Perform accounting/clerical services in compliance with federal, state, county and district Medicaid accounting regulations

Minimum Qualifications:

- High School Diploma or equivalent
- Two or more years experience in related field
- Fundamental knowledge of accounting procedures
- Ability to work with standard software products and operate standard business machines
- Satisfactory criminal background check

Core Job Functions:

- Assist in the preparation, checking and reconciling of accounts in accordance with established procedures
- Maintain a variety of files, accounts, data and records
- Assist in the set up of new accounts
- Handle verbal and written correspondence and dissemination of information
- Receive, count, process and account for monies from various funds
- Coordinate purchase requests and bids for CTE equipment and repairs
- Coordinate maintenance and repairs of CTE equipment
- Assist with training of other employees related to Medicaid funding
- Perform a variety of clerical duties, including filing and data entry
- Maintain the confidentiality of protected student and staff member information even after no longer employed
- Be flexible and performing other duties relating to general job function as assigned by supervisors
- Operate and care for school districts' equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills

- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.