

TECHNICIAN-SCHOOL SITE ACCOUNTING

DEFINITION:

Under the supervision of the Principal, performs complex accounting functions in the maintenance of a variety of school funds and accounts; process and record various transactions; maintains, balances, reconciles and adjusts assigned accounts; tracks accounts, processes accounts receivable/accounts payable and deposits club fundraising monies; prepares and maintains a variety of records and reports related to assigned activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- **Performs a variety of complex clerical accounting duties in support of assigned school funds and accounts; reviews accounts for errors and make appropriate adjustments; collects and accounts for monies charged for ASB, sports, clubs, VAPA, and other school related events; monitors and processes site donations;**
- **Prepares monies or deposit to multiple bank accounts; reconciles funds and bank statements; monitors cash position in accounts.**
- **Deposits club fundraising monies according to established procedures; collects and issues receipts.**
- **Prepares and reconciles bank statements and other financial statements as directed; reviews student debts and sends out statements; enters, updates and maintains school site accounting information in assigned systems.**
- **Calculates, assembles, matches, sorts, tabulates, reviews and posts a variety of financial and statistical data.**
- **Reviews, adjusts and assures accuracy of ledgers and journal entries; oversees expenditures and verifies budget availability.**
- **Reviews data for accuracy and completeness; assures transactions are following established regulations and District guidelines; screens for accuracy and adherence to legal and procedural requirements.**
- **Compiles information and prepares and maintain various auditable records and reports related to purchase orders, income, expenditures, assigned accounts and various funds; establishes and maintains filing systems.**
- **Makes complex mathematical calculations and verifies computations.**
- **Answers telephone calls and responds to emails; assists students, parents, staff and office visitors; provides information relative to departmental procedures or services.**
- **Assists in the planning and organization of fundraising activities for various ASB programs as assigned.**
- **Computes extra pay and overtime for additional supervision at athletic and school functions; processes and computes payroll for summer coaching staff.**
- **Reconciles District reports and submit payment to IUSD from appropriate ledger accounts.**
- **Communicates with administrators, personnel, vendors and outside agencies to exchange information and resolve issues or concerns related to ASB programs, accounts and activities; assists parents and personnel by providing information related to assigned duties, including payments and extensions.**
- **Trains staff on policies and procedures required to be in compliance with CA State education code.**
- **Serves as a liaison between schools, departments, parents and students to share information and resources related to assigned activities; provides assistance to students, parents, staff and administration with ASB and other account information as needed.**
- **Performs a variety of general clerical duties in support of an assigned school office.**
- **Operates a variety of office equipment including a calculator, computer and assigned software.**
- **Attends and participates in meetings, conferences and trainings.**

QUALIFICATIONS GUIDE**Knowledge of:**

- Methods, procedures and terminology used in clerical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation, review and control of assigned ASB accounts.
- Preparation of financial statements and comprehensive accounting reports for ASB.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Arithmetic computations.

Ability to:

- Perform a variety of complex clerical accounting duties in support of assigned ASB accounts.
- Prepare, evaluate and review financial data reports.
- Establish and maintain cooperative working relationships.
- Receive, review and process ASB purchase orders and invoices.
- Prepare and maintain accurate financial and statistical records and reports.
- Assemble, organize and prepare data for records and reports.
- Collect monies pertaining to student functions.
- Reconcile, balance and audit assigned accounts.
- Perform a wide variety of clerical support functions.
- Learn ASB organization, operations, policies and objectives.
- Operate standard office equipment including a computer and assigned software.
- Verify, balance and adjust assigned accounts.
- Compare numbers and detect errors efficiently.
- Process and record accounting transactions accurately.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Perform arithmetic calculations quickly and accurately.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college course work in accounting or bookkeeping and two years of clerical, financial or accounting experience or any combination of training and experience that could likely provide the desired knowledge and abilities.

PHYSICAL DEMANDS:

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Lifting, carrying, pushing and pulling objects up to 25 pounds.

WORK ENVIRONMENT:

Indoor office 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. The noise level in the

work environment is usually moderate.

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