



Fremont Union High School District

Position: School Financial Specialist

Department/Site:	Varies	Range:	111
Reports to/ Evaluated by:	Assistant Principal	Work Year:	225
		Months:	11

Summary of Basic Functions & Responsibilities

Under the supervision of an Assistant Principal, maintains a complete set of books on student body, team, and other accounts involving posting, balancing and reconciling accounts and preparing straightforward financial statements. Coordinates, oversees, facilitates and purchases merchandise for student activities. Guides students through their initial experiences of handling funds and reconciling balances. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Establishes and maintains a variety of accounts that support fiscal management of student body funds and school club accounts. Maintains and posts cash receipts and payments. Verifies invoices and prepares checks for payment.
- Receives, verifies, records and maintains deposits of ASB monies and Co-curricular fees to the appropriate accounts.
- Provides information on account balances, facilities scheduling and charges and informing Associated Student Body policies to enable teachers who are club and class advisors to implement club and class activities. May also provide support for planned activities.
- Provides Administrators and District personnel with information on account balances, facility usage and policies concerning club, class and team activities, implement new procedures as dictated by the district office or by site administrative staff.
- Communicates with students, administrators, District personnel, vendors, suppliers, bank personnel, club sponsors and others concerning student activities and ASB accounts; provide information and explain financial policies, procedures and transactions.
- Maintains separate ledgers for accounts, including ASB and various student club accounts, text abatement accounts, and special program accounts. Prepares regular financial reports for each account; close ledgers periodically. Maintains efficient and effective record-keeping systems and audit trails in preparation for independent audit.
- Prepares monthly financial statements and special statistical reports including trial balances, balance sheets, and statements of income and expenses. Researches and prepares special reports as requested; analyzes financial data and makes appropriate recommendations.
- Prepares and distributes bulletins concerning special events and student activities. May maintain the facilities calendar of activities.
- Assists student treasurers and other students with training and work direction for students in general office processes, receipting procedures, and proper financial recordkeeping methods.
- Serves in an advisory capacity to student groups regarding budgeting and accounting for monies and making appropriate recommendations.
- Assists in providing information concerning school, club and sport activities to parents.

- Schedules, monitors, and maintains accounts receivable for use of facilities. Calculates fees, prepares invoices, explains requirements and maintains related records of facilities used by students and community groups. Maintains ledgers and deposits.
- Collects a variety of fees, including those for tests, labs, and activities. Maintains records related to lost and damaged books, unpaid fees, and other student obligations.
- Prepares and processes ASB related purchase orders, assuring appropriate authorization and compliance with established procedures.
- May coordinate the sale and receipt of bus passes to students.
- Sets up cash boxes, ticket sales and change funds as needed for athletic and special events; schedule security, ticket salespersons and other personnel as required.
- Coordinates the use of school facilities with lessees, school and District groups. Ensures that proper arrangements are signed, including insurance coverage. Maintains policies and procedures and trains the new staff regarding this.
- Composes memos, letters, reports, bulletins and other items. Prepares budget documents, statements of accounts, and other analyses of student funds and student abatement accounts.
- May coordinate “Gold Awards” event.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires knowledge of the practices and terminology of financial record keeping and accounting data entry practices, and general clerical and office procedures and methods.
- Requires the knowledge of Associated Student Body Guidelines.
- Requires in-depth knowledge of and skill at using computer-aided accounting data entry software and general office productivity software.
- Requires knowledge of retail operations and the role of cash control, accounts receivable, accounts payable, and inventory.
- Requires sufficient human relation skills to convey policies, and procedures to others and to deal cooperatively with others on accounting transactions.
- Requires sufficient writing skills to prepare basic accounting instructions, and account footnotes.
- Requires sufficient math skills to compute totals, extensions, ratios, quotients, and percentages.
- Requires the ability to function effectively in an environment dominated by high volume and interruptions.
- Requires demonstrated ability to accurately enter data onto standardized formats using computer-aided accounting data entry and manual accounting adjustments.
- Requires the ability to interpret and apply regulations, policies, and generally accepted rules and procedures governing accounting transactions.
- Must be able to communicate with the normal range of contacts, some of them unpleasant, in a manner, which reflects positively on the school site and the District.
- Must be able to perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and ratios.
- Must be able to document accounting transactions onto an automated accounting data entry system.
- Requires the ability to apply and instruct students and staff on the rules for cash handling including disbursements and processing transactions.
- Operates a variety of office equipment, such as microcomputers, printers, copiers, document folders, shredders, ID Badge Makers and calculators.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations over the phone and in person.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- Requires a high school diploma or its equivalent, supplemented by two years of college-level course work in accounting and office practices and three years of responsible financial or statistical record keeping experience, including extensive public contact.
- Experience working with high school age students is desirable.

Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a busy high school office with frequent interruptions.