



## Fremont Union High School District

### Position: School Financial Specialist – Adult Ed

<b>Department/Site:</b>	Adult & Community Education	<b>Range:</b>	112
<b>Reports to/ Evaluated by:</b>	Director of Adult & Community Education	<b>Work Year:</b>	245
		<b>Months:</b>	12

#### Summary of Basic Functions & Responsibilities

Under the supervision of the Director/designee of Adult Community Education, maintains a complete set of financial and business records for the adult school that involves setting up, posting, balancing, and reconciling accounts, verifying and processing funds, maintaining source documentation, and preparing related financial statements to comply with regulations, organization policies, and generally accepted accounting practices. 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 adult school programs and courses. Maintains and posts cash receipts and payments. Verifies invoices for payment.
- Maintains financial records for each adult education program. Gathers, compiles, balances, and posts registration receipts and fees. Records to the appropriate account, and makes deposits of registration fees, including those for labs, books, and related transactions.
- Prepares regular financial reports for each account. Closes ledgers. Maintains efficient and effective record-keeping systems and audit trails in preparation for independent audit.
- Prepares financial statements and special statistical reports. Researches and prepares special studies as requested. Analyzes financial data and makes appropriate recommendations.
- Sets up procedures for collecting and recording registration fees and sales of course materials. Provides training to staff engaged in registering students for courses. Assists with pre-registration of classes including phone, FAX, mail, and walk-in registrations; and with maintenance of files for course revenues.
- Accepts and processes course registrations. Processes cash, checks, and credit card transactions on-line to the bank. Reconciles transactions, and allocates transactions to appropriate accounts and programs, including disbursements.
- Collects fees from students with delinquent, or whose registrations were drawn against insufficient funds and/or invalid credit cards.
- Assembles and makes deposits to bank accounts. Segregates deposits into accounts, courses, and other categories as needed to support financial reporting.
- Reviews class registration counts, analyzes revenues versus costs, and make recommendations for registration fee adjustments, consolidation of course sections, or cancellation.
- Reviews budget and transaction reports for Adult Education programs, identifying corrections needed and making recommendations.
- Researches discrepancies in financial information and/or documentation related to fiscal transactions, including those involving purchase orders, invoices, packing slips, book and equipment inventory.
- Receives and deposits funds, and prepares sales reports. Maintains inventory of equipment and materials. May order and sell textbooks, and establish the book fee schedules.

- Prepares and processes purchase orders, assuring appropriate authorization and compliance with established procedures. Monitors receipt of goods and services in compliance with purchase orders.
- Supervises the adult education classes at an evening site weekly, including checking-out keys, processing student registrations, communicating with teachers, and providing equipment and materials to teachers.
- Composes and types memos, letters, reports, bulletins and other items. Prepares and types budget reports, statements of accounts, and other analyses such as course feasibility and collections.
- Operates a computer to use various software applications to enter, record and analyze financial data; develops forms and report formats.
- Assists other school personnel in various clerical and secretarial duties.
- Performs other duties as assigned that support the overall objective of this position.

## **Qualifications**

### Knowledge and Skills:

- Requires knowledge of the practices and terminology of financial record keeping and accounting data entry practices, and general office procedures, practices, and methods.
- Requires 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, 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.
- Must be able to operate a variety of office equipment, such as computers, printers, copiers, document folders, shredders, and calculators.
- Requires the ability to interpret and apply generally accepted rules and procedures governing accounting transactions.
- 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 others on the rules for cash handling including disbursements and processing transactions.

### Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of a primarily 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 in person and over the phone.
- 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 any combination equivalent to: two years college-level course work in accounting, bookkeeping, or related field and three years of responsible financial or statistical record keeping experience including extensive public contact.

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 school office environment subject to constant interruptions.