

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: ATTENDANCE / ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director, Fiscal Services, perform technical attendance accounting and clerical duties at the District level to assure accurate accounting of student enrollment and attendance data for mandated reports; establish, prepare and maintain related records and files; receive, review and process attendance data from school sites; prepare local and state mandated reports; perform ASB and other accounting and financial duties as required.

REPRESENTATIVE DUTIES:

1. Perform technical attendance accounting and clerical duties to assure accurate accounting of student enrollment and attendance for mandated reports in accordance with the California Education Code.
2. Maintain computer databases; input, consolidate and generate attendance data and figures including special education, ROP and summer school as assigned; reconcile, adjust and proofread attendance reports to assure accuracy; submit reports to appropriate authorities.
3. Receive, review and process attendance data from school sites; prepare various statistics of attendance data; verify attendance reports submitted by individual schools; notify schools of errors as appropriate; make modifications and assure proper balances.
4. Monitor and audit home teacher reports including attendance, mileage, and time cards.
5. Provide student attendance information to District staff, parents, home teachers and outside agencies as requested; explain and interpret codes, rules, procedures, precedents and activities as needed; provide information to school sites concerning student enrollment, attendance and district boundaries.
6. Train and provide work direction to school site personnel regarding student attendance issues, ASB, and other accounting and financial duties.
7. Interpret and apply appropriate attendance and accounting rules and regulations; assure accuracy of assigned accounts.
8. Maintain various financial and accounting records such as accounts receivable, accounts payable, ASB or other complex District accounts; coordinate related accounting activity with other functions; prepare a variety of statistical, financial, and mandated reports, and process documents involved in financial transactions.

9. Verify, balance and adjust accounts.
10. Prepare and check warrants, invoices, time records, requisitions, purchase orders and similar documents; reconcile bank and financial statements.
11. Maintain journal accounts, balance, check and correct irregularities.
12. Prepare various financial, accounting and budgetary reports for submission to superiors; accumulate data and prepare narrative explanations.
13. Count monies; prepare records of cash; prepare bank deposits; forward monies according to approved procedures.
14. Operate a variety of office machines and equipment including computers, ten key calculators, printers, fax machine, typewriter, copier, and other modern office equipment as required.
15. Attend a variety of meetings and workshops as assigned.
16. Perform other related duties as assigned.

KNOWLEDGES AND ABILITIES:

Knowledge of:

Modern office practices, procedures and equipment
 Operation of office equipment including a computer, ten key calculator, and typewriter.
 Accounting and Attendance computer software, MS Excel, MS Word, Quicken.
 District-wide computer methods and procedures
 Methods, procedures, policies and terminology used in accounting for student attendance
 Enrollment
 Technical functions of areas such as business operations, attendance accounting, and ASB accounting
 Report preparation and record-keeping techniques
 Laws, codes, rules and regulations related to assigned activities
 Applicable sections of State Education Code and other applicable laws
 District organization, operations, policies and objectives
 Technical aspects of field of specialty
 Correct English usage, grammar, spelling, punctuation and vocabulary
 Verbal, nonverbal, and written communication skills
 Interpersonal skills using tact, patience, and courtesy
 Telephone techniques and etiquette

Ability to:

Perform technical attendance accounting and clerical duties at the District level to assure accurate accounting of student enrollment and attendance
 Make arithmetic calculations quickly and accurately; work methodically with numbers
 Perform responsible and complex office work involving independent judgment and requiring accuracy and speed
 Read, interpret, apply and explain laws, codes, rules and policies related to assigned activities
 Maintain a variety of records and files

Plan and organize work
Input, consolidate and generate attendance data and figures
Prepare mandated attendance reports
Answer telephones and greet the public, district staff, and school site personnel with courtesy
Operate a variety of office equipment including a computer, ten key calculator, and typewriter.
Type and input data at a net corrected speed of 45 words per minute
Understand and follow oral and written instructions
Establish and maintain cooperative and effective working relationships with others
Communicate effectively verbally and in writing
Meet schedules and time lines
Coordinate activities of the district-wide student attendance accounting
Train and provide work direction to others as related to student attendance, accounting, and ASB accounting
Analyze situations accurately and adopt an effective course of action

EDUCATION: Graduation from high school supplemented by college level courses in bookkeeping, accounting or math

EXPERIENCE: Four years of increasingly responsible accounting and/or attendance record management

PHYSICAL DEMANDS: Subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand; work at computer for extended periods of time requiring close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus; work with interruptions by phone calls and people requesting information; lift, carry, pull, push up to 25 pounds

WORKING CONDITIONS: Office environment; constant interruptions; subject to tight deadlines and working cooperatively with co-workers, administrators, school site personnel, and the public

SALARY RANGE: 68

ADOPTED BY PERSONNEL COMMISSION: 9/11/2013

APPROVED BY BOARD OF EDUCATION: 9/24/2013