



For the future of every student

CLASS TITLE: ASB ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of a Principal or designee, perform a variety of technical accounting duties in support of associate student body (ASB) and high school accounts and functions; process, evaluate and record various transactions; maintain, balance, reconcile and adjust assigned accounts; prepare and maintain a variety of financial and statistical records, reports and files.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical accounting duties in support of accounts payable, accounts receivable, ASB, and various other high school accounts and functions; process and verify various financial forms, documents and transactions.

Process requisitions and prepare, type, code, print and distribute purchase orders for various goods and services for the high school; review and inspect orders to assure accuracy, completeness and proper cost calculations, authorization and vendor information.

Receive, review and process invoices; verify invoices and match with purchase orders and other documents; prepare invoices for payment; audit, match and compare invoices with purchase orders, receivers and other documents; generate, issue and distribute payments.

Process accounts receivable in support of high school and ASB activities; collect, receive, verify, balance and process incoming cash, monies, deposits and receipts; issue and prepare receipts; count and record monies into proper accounts; prepare and make bank deposits.

Perform various cashier, customer service and inventory duties in the operation of the student store; greet and assist customers; stock shelves and display cases with appropriate products as needed; utilize cash register, bar code scanner, credit card processor and currency counter.

Calculate, assemble, match, code, sort, tabulate, review, verify and post a variety of financial and statistical data; monitor and update funds, accounts and related journals and ledgers with income, expenditures and other transactions.

Sell various items to students; collect and receive monies for PE uniforms, locks, school supplies, class fees, ASB cards, student store merchandise, fundraisers, yearbooks, game and dance tickets, drama productions, and other matters from students, parents and the general public.

Maintain, verify and audit assigned accounts; review, adjust and assure accuracy of ledgers and journal entries; balance, adjust and reconcile accounts; monitor fund balances of assigned programs; audit accounts for errors and make appropriate adjustments.

Research, compile, prepare and revise accounting data; prepare and maintain a variety of financial and statistical records, reports and files related to funds, accounts, revenue, fees, expenditures, students, personnel, deposits, sales and assigned activities.

Input and update a variety of financial and statistical data in an assigned computer system; establish and maintain various automated records and files; initiate queries, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data.

Research, compile, prepare and revise accounting data and documents; compare and reconcile various fiscal statements, records, reports, monies, receipts and documents to assure accurate accounting; review data for accuracy and completeness; identify and resolve errors and discrepancies.

Prepare and coordinate cash boxes for athletic events; balance and reconcile cash boxes; prepare tickets for distribution; maintain and update W-9 files for sports officials; process payroll information for athletic officials and issues payments as assigned.

Communicate with personnel, faculty, administrators, students, parents and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, scanner, computer and assigned software.

Monitor inventory levels of student store, office and other designated supplies; order, receive and maintain adequate inventory levels of supplies; maintain the school lost and found collection.

Assist in monitoring and maintaining the ASB budget and assure expenditures do not exceed established limitations as assigned.

Train and provide work direction and guidance to student assistants and parent volunteers.

Perform duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in technical accounting work.

Guidelines, practices, policies and procedures related to ASB accounting functions.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Use and processing of purchase orders, requisitions, receivables, invoices and related documents.

Policies and objectives of assigned programs and activities.

Preparation, review and control of assigned accounts.

Data control procedures and data entry operations.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Arithmetic computations.

ABILITY TO:

Perform a variety of technical accounting duties in support of ASB and high school accounts and functions.

Maintain accurate financial and statistical records.

Prepare comprehensive accounting reports and statements.

Identify, investigate and resolve financial errors and discrepancies.

Monitor and audit revenue and expenditures.

Collect, receive, verify and process incoming cash, monies, deposits and receipts.
Assemble, organize and prepare data for records and reports.
Prepare, process and verify purchase orders and requisitions.
Maintain, balance, adjust and reconcile accounts.
Prepare invoices and billings for payment.
Compare numbers and detect errors efficiently.
Operate standard office equipment including a computer and assigned software.
Meet schedules and time lines.
Perform arithmetic calculations quickly and accurately.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and experience equivalent to graduation from high school or equivalent, and 2 years of accounting or fiscal recordkeeping experience, including experience working with an automated financial system. Experience including some work with ASB related fiscal functions preferred. College level coursework in finance, accounting, business administration or closely related field is highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.
Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission:
Revised:

09/19/2007
09/15/2021