

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Activities Accounting Specialist**

**BASIC FUNCTION:**

Under general supervision of the assigned site administrator, to perform responsible general clerical and accounting clerical work involved with financial, statistical, and other records of student body, club, and class funds; to assist in a variety of sales and promotion functions pertaining to a student store and student activities.

**ESSENTIAL DUTIES:**

- Maintains financial records, posts transactions to journals and ledgers using accounting software. Adjusts, reviews, and ensures accuracy of financial records. Transacts business for campus student organizations
- Annually opens and closes books. Prepares and provides fiscal information for the annual audit
- Prepares and maintains supporting records for sales tax and 1099 reports
- Receives student body monies, maintains records of receipt, accounts for and maintains cash collections, issues checks in payment of obligations of the student body, prepares bank deposits and reconciles monthly bank statements
- Prepares and maintains periodic financial statements and reports. Provides copies to the Business Services Office
- Maintains fiscal records of student body, club, and class accounts payable and accounts receivable funds
- Organizes, prepares and maintains procedures for transactions and record keeping for activities such as paid admission events, student body cards, and student organization collections
- Performs a variety of clerical tasks, including composing bulletins and correspondence
- Serves as a receptionist and maintains the activity personnel appointment calendars
- Assists in the organization and dissemination of student activity information, including contracts, permission slips, and student elections
- Coordinates the community service program for all high school students

**OTHER REPRESENTATIVE DUTIES:**

- May open and close accounts in the accounting software overseen by the Business Office
- May assist in the sale of tickets to student activities and student store goods, materials, and supplies
- Performs related work as required

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Methods, practices, procedures, and terminology pertaining to financial and statistical record keeping
- Budgeting practices, including monitoring and control
- Modern office practices, procedures, and equipment
- Data management, storage, and retrieval systems, including those specific to accounting
- District policies, regulations, and guidelines pertaining to the maintenance of student body club, and class financial records and expenditure control procedures

**Ability to:**

- Effectively and efficiently perform responsible general clerical and bookkeeping functions pertaining to a variety of student body, club, and class funds
- Perform mathematical calculations with speed and accuracy
- Prepare complete and accurate financial summaries and reports
- Skillfully operate standard office machines and equipment
- Demonstrated organizational skills and ability to work within set timelines and schedules
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships

**MINIMUM QUALIFICATIONS:**

**Experience:**

Two years of experience performing responsible financial, statistical, and general clerical services.

**Education:**

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in accounting, office practices, or other related areas.

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Professional appearance which establishes an appropriate example for students
- Willingness to assume a wide range of responsibilities
- Strong interpersonal skills and ability to maintain clear lines of communication between various components of the student body and the administrative staff
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

**WORKING CONDITIONS:**

**Environment:**

- Indoor office environment and school environment
- Frequent interruptions

**Physical Requirements:**

- Ability to stand or sit for extended periods of time
- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person and/or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone
- Ability to operate a computer, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner
- Ability to frequently lift and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance

- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials

**Operation of Vehicles, Machinery and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

**Mental and Emotional Requirements:**

- Ability to understand, and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities
- Ability to learn the procedures, functions and limitations of assigned duties

**SPECIAL REQUIREMENTS:**

Applicants must successfully pass the skill test administered by the District, and speak, read, and write in English.