

SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE: School Controller

CLASS CODE: 532

CHARACTERISTICS OF THE CLASS:

Under general direction, performs a variety of accounting and clerical functions in maintaining school financial records for student body and general funds; performs related work as required.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class.)

Posts income and expenditure transactions to journals and ledgers for student body and school general funds; monitors school budget expenditures; balances accounts and expenditure detail; initiates budget and student body transfers as needed; prepares financial and statistical reports and statements; assists in preparation and typing of school budget, compiles data from department, assigns budget codes; prepares or reviews purchase requisitions and assigns budget codes; disburses and accounts for petty cash funds; may manage a student store including sales, inventory, billing, and accounting for funds; collects, deposits, and accounts for fees from yearbooks, student body and shop cards, supplies, lost books, gym clothes, vending machines, and a variety of activities; prepares cash boxes and tickets for athletic events, reconciles funds, prepares and deposits cash; orders and distributes warehouse supplies and charges departmental accounts; issues athletic clearance; types student injury and loss reports; determines sales/use tax liability; processes mileage claims; answers questions re statistical reports, financial statements, account balances, fines, and related matters; may supervise students or direct the work of other employees; operates typewriters and calculators; may be required to perform work on the latest office machines, including, but not limited to: word processing equipment, on-line computer terminals, printers, scanners and related equipment; sets up and maintains filing systems.

QUALIFICATIONS:

Education and Experience:

Education or training in bookkeeping or accounting; previous experience in the maintenance of accounting or financial records.

Knowledge and Abilities:

Knowledge of principles, procedures, and terminology used in accounting work;
Knowledge of general office practices and procedures;
Ability to type and operate 10 key calculator and standard office machines;
Ability to post data and make arithmetical computations rapidly and accurately;
Ability to work accurately under pressure of deadlines;
Ability to follow oral and written instructions with a minimum of direction;

Ability to write legibly;
Ability to establish and maintain effective working relationships with students, school staff, parents and district personnel;
Ability to read, interpret and apply policies and procedures relating to school accounting;
Ability to work independently and make decisions within the framework of established guidelines;

Physical Characteristics:

With or without the use of aids: Sufficient vision to see small print; sufficient hearing to hear normal and telephone conversation; sufficient dexterity to write, operate telephone, typewriter and business machines.

Board Approved: 6/12/79

Title Change: 10/2/79

Revised: 10/27/81

Revised: 2/10/87