

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ACCOUNTING TECHNICIAN-ASB**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Principal-High School, perform a variety of complex clerical accounting duties in support of assigned Associated Student Body (ASB) accounts at an assigned High School site; track accounts, pay bills and deposit club fundraising monies; prepare and maintain related financial records and reports.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of complex clerical accounting duties in support of assigned ASB accounts; review accounts for errors and make appropriate adjustments; collect monies from club fundraising and student purchases on site including items for various athletics and clubs; deposit club fundraising monies according to established procedures; collect and issue receipts according to established procedures.

Verify, balance and adjust assigned accounts in support of assigned ASB programs; monitor funds for income and expenditures; prepare and reconcile bank statements and other financial statements as directed; review student debts and send out statements; enter, update and maintain debt information in assigned systems.

Receive, review and process ASB purchase orders and invoices as assigned; send invoices to appropriate personnel for approval; prepare invoices payment; maintain contact with vendors to modify and clarify invoices and resolve discrepancies.

Maintain athletic clearance forms for participating students; make copies of athletic clearance packets as assigned.

Compile information and prepare and maintain various auditable records and reports related to purchase orders, income, expenditures, assigned accounts and assigned duties; establish and maintain filing systems; prepare and reconcile statements, ledgers, balance sheets and other financial documents as assigned; print out account reports as needed for various clubs and athletic coaches.

Assist in the planning and organization of fundraising activities for various ASB programs as assigned; maintain records of potential revenue forms and send forms to teachers for completion along with attached fundraiser documentation.

Communicate with administrators, personnel, vendors and outside agencies to exchange information and resolve issues or concerns related to ASB programs, accounts and activities; communicate with auditors and provide requested information for assigned ASB accounts; assist parents and personnel by providing information related to assigned duties, including payments and extensions.

Perform credit card issuance according to established guidelines; maintain records of credit card purchases; process invoices for assigned credit card accounts.

Train and provide work direction to student workers as assigned.

Assist students with work permits according to established procedures.

Collect monies and payments for various activities and events as assigned and give change accordingly; prepare cash boxes for athletic events and maintain related cash records.

Perform a variety of general clerical duties in support of an assigned school office including assisting with daily bulletin duties, maintaining assigned inventories and entering work orders as assigned by the position.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures and terminology used in clerical accounting work.

Financial and statistical record-keeping techniques.

Preparation, review and control of assigned ASB accounts.

Preparation of financial statements and comprehensive accounting reports for ASB.

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 using tact, patience and courtesy.

Arithmetic computations.

**ABILITY TO:**

Perform a variety of complex clerical accounting duties in support of assigned ASB accounts.

Receive, review and process ASB purchase orders and invoices.

Prepare and maintain accurate financial and statistical records and reports.

Assemble, organize and prepare data for records and reports.

Collect monies pertaining to student functions.

Reconcile, balance and audit assigned accounts.

Learn ASB organization, operations, policies and objectives.

Operate standard office equipment including a computer and assigned software.

Verify, balance and adjust assigned accounts.

Compare numbers and detect errors efficiently.

Process and record accounting transactions accurately.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Add, subtract, multiply and divide quickly and accurately.

Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college level coursework in finance or accounting and two years of clerical, financial or accounting experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Lifting and carrying light objects.

Employee\_\_\_\_\_Date\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017