

Central ASB Technician

DEFINITION:

Under the direct supervision of the Fiscal Support Manager, performs a wide variety of accounting clerical duties in the preparation, checking and maintenance of accounting records, support documents and financial and statistical reports related to Trustee and Student Body funds. Provides assistance to school sites as needed.

QUALIFICATIONS:

Experience: Two years of increasingly responsible fiscal experience, preferably including some financial or accounting experience in a California school district.

Education: Equivalent to completion of the twelfth grade with supplemental course work in governmental accounting.

DISTINGUISHING CHARACTERISTICS:

- This is a one-position classification which requires knowledge of Associated Student Body (ASB) rules and regulations. Incumbent will Maintain district oversight of accurate accounting within Trustee and Student Body accounts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Fiscal Support Manager, incumbent will:

- Audit the fiscal records of the District Trustee and Student Body accounts to ensure that District procedures and policies are adhered to at all times.
- Assist in preparing interim and annual budgets; assist in annual year-end closing and independent audits.
- Assist in entry of financial data.
- Prepare monthly invoices for reimbursement.
- Review and reconcile account balance, bank statements, and cash receipts/disbursements.
- Review purchase requisitions to ensure program compliance, correctness of account codes, and proper approvals; verify availability of funds.
- Maintain site fundraising request forms.
- Assist in the development of procedure manuals and handbooks.
- Support site staff as needed with training and technical questions regarding ASB systems.
- Other related duties may be assigned consistent with the knowledge, skills and abilities required for the job.

KNOWLEDGE:

- Basic accounting practices and procedures.
- Financial record-keeping techniques.
- Effective oral and written communication skills.
- Computer based software that supports this level of work, including, but not limited to, word processing, spreadsheets, and accounting data entry.
- ASB rules and regulations.

ABILITIES AND SKILLS:

- Apply financial record-keeping principles to the maintenance of fiscal and accounting records.
- Maintain accurate financial and statistical records.
- Make arithmetic calculations and tabulations quickly and accurately.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing in a clear and concise manner.
- Understand and carry out oral and written directions.
- Work cooperatively as a supportive, collaborative team member

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PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.