

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASB ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of the Principal or Assistant Principal, perform a variety of technical accounting duties in support of associated student body (ASB), clubs and related 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 and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical accounting duties in support of ASB, clubs and related school accounts and functions including accounts payable, accounts receivable, and various other funds and accounts; process, audit and assure accuracy and completeness of various financial forms and documents; assure accounting activities comply with established District and ASB guidelines, policies and procedures.

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

Process accounts payable; receive, process, sort and file purchase orders and invoices; prepare invoices for payment; verify invoices and match with purchase orders and other documents; obtain approval for payments; prepare and distribute payments.

Collect, account for, follow up on, and update records with owed student monies as required; prepare, maintain and resolve student debts; prepare, maintain and update student statements; resolve debt issues with students and parents.

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

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.

Prepare cash boxes for school events; balance and reconcile cash boxes; prepare tickets for distribution.

Prepare and process school and ASB purchase orders and requisitions; assure purchases comply with established guidelines and limitations; inspect orders for accuracy and completeness regarding account coding and cost calculations.

Prepare and maintain a variety of auditable financial and statistical records and reports related to

accounts, balances, income, expenditures, sales, transfers, receipts, cash, balances, deposits, student debt and assigned activities; establish and maintain filing systems.

Perform cashier and customer service duties in the operation of the student store; sell books, school supplies, PE clothes, shirts and other store items; greet and assist visitors; participate in monitoring, ordering, receiving and maintaining adequate inventory levels.

Input a variety of financial and statistical data into 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.

Compare and reconcile various fiscal statements, records and reports to assure accurate fund accounting; review and audit data, records and reports for accuracy and completeness; identify, research and resolve errors and discrepancies.

Communicate with students, personnel, various outside agencies and the public to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software, and others; operate a cash register, credit card reader and ID card machine.

Prepare scholarship letters and verify student certificates; maintain ledger on scholarship income, awarding and expenditures.

OTHER DUTIES:

Perform related duties as assigned.

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, clubs and related 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.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent. Supplemental college-level coursework in accounting or related field is desired.

Experience: Two years of accounting experience including some customer service experience.

Any combination of training and/or experience which would likely provide the required knowledge and abilities may be considered.

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.