FREMONT UNION HIGH SCHOOL DISTRICT
Site: FUHSD Adult School
Position: Adult School Support Specialist for Program & Finance
Work Year: 245 days **Month:** 12 **Range:** 110

SUMMARY OF BASIC FUNCTIONS & RESPONSIBILITIES

Under the general supervision of a designated administrator, performs a variety of specialized clerical duties in support of the school and its programs, including the financial and business records for the Adult School. Uses financial software that holds the data for registration fees, program and school revenue, and supports the purchase of goods and services. Understands and works effectively with people of differing ages and cultures.

ESSENTIAL DUTIES & RESPONSIBILITIES

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Performs general clerical duties including data entry, word processing, filing, duplicating materials, answering telephones and taking messages. Maintains filing systems according to record retention requirements.
- Receives and enters a variety of financial data in multiple databases. Compiles, organizes, verifies and records financial and statistical information and other documentation required for specific projects and programs.
- Enrolls new students into classes via phone, online and walk-in registrations; accepts and processes course registration fees, including cash, checks and credit card transactions. Processes fees according to school procedures.
- Processes refunds and prepares backup documentation, invoices and receipts.
- Prepares requisitions and processes purchase orders, assuring appropriate authorization and compliance with established procedures. Monitors receipt of goods and services and updates purchase order balances. Verifies invoices for payment.
- Collects fees from students with delinquent fee payments or whose registrations were drawn against insufficient funds and/or invalid credit cards.
- Maintains accounts that support the fiscal management of adult school programs and courses. Gathers, compiles, balances, and posts registration receipts and fees.
- Reconciles transactions and registration fee balances. Records transactions to the appropriate accounts and deposits registration fees, including those for labs, books, technology and related transactions.
- Uses financial software to prepare regular reports related to course, program and school revenue and for school accounts; may use data from financial and student information systems to generate reports and prepare spreadsheets or other documents with customized data for various teams or personnel.
- Monitors the data from the financial systems to ensure that information is correct; researches discrepancies in financial information and/or documentation related to fiscal transactions.
- Maintains efficient and effective record-keeping systems and audit trails in preparation for an

audit.

- Receives walk-in guests and email and telephone inquiries from a variety of individuals including students, parents, community members, teachers and administrators. Initiates and receives telephone calls and emails, provides information and resolves matters as appropriate, or routes communication as necessary.
- Provides specialized information to visitors, callers, students, faculty, administrators and others regarding program requirements. Interprets and explains rules, regulations, policies and procedures.
- Works with students to resolve class scheduling conflicts and other related problems.
- Prepares and types letters, memoranda, forms, reports, bulletins, handbooks, questionnaires, requisitions, forms, reports and documents with minimum direction. Reviews forms and materials for completeness, accuracy and conformance with established requirements.
- Attends meetings and in-services related to financial software, student registration system, program guidelines and procedural, eligibility and reporting requirements.
- Supports the technology department and administration regarding financial system software, procedures to loan technology and class materials to students, tracking the return of items and preparing invoices for unreturned items. May maintain inventory of equipment and materials.
- Supports administration and coordinators to refine school-wide processes for tracking financial data.
- Organizes work by following district and school financial calendars and cycles, then sequencing deadlines and/or timelines for projects, activities, and required submissions and reports.
- Supports staff on special projects, including market research for fee-based classes; staff and student surveys for accountability purposes; and others based on the needs of the program or school.
- May assist in the testing, orientation and registration of students for school programs.
- Performs other duties as assigned that support the overall objective of this position.

QUALIFICATIONS

Knowledge, Skills & Abilities:

- Requires the ability to communicate with and convey technical information to staff and customers using patience and courtesy, and in a manner that reflects positively on the school and district.
- Requires well-developed skill using the English language, grammar, spelling, punctuation to accurately proofread and edit writing for professional correspondence.
- Operates a variety of office equipment such as printers, copiers, document folders, shredders, and calculators; and a computer to perform clerical and data entry work with speed and accuracy to organize, update and maintain student, financial and other databases.
- Requires the ability to enter data into and use spreadsheets effectively to make accurate calculations, use chart templates and check data in preparation for reports.
- Requires a working knowledge of data entry methods and computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet and database software procedures.

- Requires knowledge of the practices and terminology of financial record keeping and data entry practices, and general office procedures, practices and equipment.
- Requires knowledge of retail operations and the role of cash control, disbursements, accounts receivable, accounts payable, and inventory.
- Requires mathematics skills to compute sums, averages, fractions, decimals and basic operations accurately.
- Must be able to learn, interpret, explain and apply knowledge of District, site, and department organization, operations, programs, functions and special department terminology when performing assignments.
- Requires basic knowledge of laws, regulations, policies and procedures governing district and school operations, student information and financial services.
- Requires the ability to maintain confidentiality of private and sensitive information.
- Requires the ability to work cooperatively and maintain harmonious relations with staff, contractors and the public.
- Requires the ability to travel to all District sites to complete projects and support special events.
- Requires the ability to perform all of the duties of the position efficiently and in an open environment with interruptions and distractions.
- Requires the ability to work independently on multiple tasks with minimal supervision.
- Requires the ability to prioritize work in order to meet schedules and timelines.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read, prepare and proofread documents.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer, and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education & Experience:

Required: high school diploma or equivalent supplemented by any combination equivalent to: two years college-level course work in accounting, bookkeeping, or related field and three years of responsible financial or statistical record keeping experience including extensive public contact .

Required:

- A valid driver's license and/or be able to provide own transportation in conduct of work assignments.
- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Environment: Indoor, office setting. Work is performed in an office with continuing disruptions and distractions requiring pausing and restarting often.
- Supports the adult education program one evening weekly, including processing student registrations, assisting with student testing, communicating with teachers and students, and providing equipment and materials to teachers.