

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: ATTENDANCE / ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director, Fiscal Services, perform technical attendance accounting and clerical duties at the District level to assure accurate accounting of student enrollment and attendance data for mandated reports; establish, prepare and maintain related records and files; receive, review and process attendance data from school sites; prepare local and state mandated reports; perform Associated Student Body (ASB) and other accounting and financial duties as required.

REPRESENTATIVE DUTIES:

1. Perform technical attendance accounting and clerical duties to assure accurate accounting of student enrollment and attendance for mandated reports in accordance with the California Education Code.
2. Maintain computer databases; input, consolidate and generate attendance data and figures including special education, ROP and summer school as assigned; reconcile, adjust and proofread attendance reports to assure accuracy; submit reports to appropriate authorities.
3. Receive, review and process attendance data from school sites; prepare various statistics of attendance data; verify attendance reports submitted by individual schools; notify schools of errors as appropriate; make modifications and assure proper balances.
4. Monitor and audit home teacher attendance reports. Review independent study contracts for legal compliance.
5. Provide student attendance information to District staff, parents, home teachers and outside agencies as requested; explain and interpret codes, rules, procedures, precedents and activities as needed; provide information to school sites concerning student enrollment, attendance and district boundaries.
6. Train and provide work direction to school site personnel regarding student attendance issues, ASB, and other accounting and financial duties. Support sites with ASB procedures and compliance.
7. Interpret and apply appropriate attendance and accounting rules and regulations; assure accuracy of assigned accounts.
8. Maintain various financial and accounting records such as accounts receivable, accounts payable, ASB or other complex District accounts; coordinate related accounting activity with other functions; prepare a variety of statistical, financial, and mandated reports, and process documents involved in financial transactions.
9. Create Accounts Receivable invoices and maintain current accounts.
10. Reconcile bank and financial statements including online and credit card payments.
11. Maintain journal accounts, balance, check and correct irregularities.
12. Count monies; prepare records of payments; prepare bank deposits; direct to county deposits. Print monthly payment reports.

13. Operate a variety of office machines and equipment including computers, ten key calculators, printers, fax machine, typewriter, copier, credit card reader, and other modern office equipment as required.
14. Attend a variety of meetings and workshops as assigned.
15. Perform other job-related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment
- ASB, Accounting and Attendance computer software.
- District-wide computer methods and procedures
- Methods, procedures, policies and terminology used in accounting for student attendance enrollment
- Technical functions of areas such as business operations, attendance accounting, and ASB accounting
- Report preparation and record-keeping techniques
- Laws, codes, rules and regulations related to assigned activities
- Applicable sections of State Education Code and other applicable laws
- District organization, operations, policies and objectives
- Technical aspects of field of specialty
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Verbal, nonverbal, and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Telephone techniques and etiquette
- Modern office practices, procedures, and equipment operation, including proficiency in digital and cloud-based tools

ABILITY TO:

- Perform technical attendance accounting and clerical duties at the District level to assure accurate accounting of student enrollment and attendance
- Make arithmetic calculations quickly and accurately; work methodically with numbers
- Perform responsible and complex office work involving independent judgment and requiring accuracy and speed
- Read, interpret, apply and explain laws, codes, rules and policies related to assigned activities
- Maintain a variety of records and files
- Plan and organize work
- Input, consolidate and generate attendance data and figures
- Prepare mandated attendance reports
- Answer telephones and greet the public, district staff, and school site personnel with courtesy
- Operate a variety of office equipment including a computer, ten key calculator, and typewriter.
- Type and input data at a net corrected speed of 45 words per minute
- Understand and follow oral and written instructions
- Meet schedules and timelines
- Coordinate activities of the district-wide student attendance accounting

- Train and provide work direction to others as related to student attendance, accounting, and ASB accounting
- Analyze situations accurately and adopt an effective course of action
- Work effectively within a team, coordinating with colleagues, stakeholders, and external partners to complete tasks, achieve goals, and resolve issues in a collaborative and efficient manner.
- Demonstrate a commitment to Los Alamitos Unified School District's mission, vision, and priority goals.

EDUCATION AND EXPERIENCE:

- High School Diploma, GED, or certificate of completion supplemented by college level courses in bookkeeping, accounting or math
- Four years of increasingly responsible accounting and/or attendance record management

WORKING CONDITIONS:

Subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand; work at computer for extended periods of time requiring close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus; work with interruptions by phone calls and people requesting information; lift, carry, pull, push up to 25 pounds with proper technique. work in a large open area with interruptions from people entering/exiting the area; constant interruptions; subject to tight deadlines and working cooperatively with co-workers, administrators, school site personnel, and the public.

SALARY RANGE: 68

ADOPTED BY PERSONNEL COMMISSION: February 5, 2025
APPROVED BY BOARD OF EDUCATION: March 11, 2025