

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ASB ACCOUNTING**

#### **TECHNICIAN BASIC FUNCTION:**

Under the direction of the Principal or designee, perform a variety of technical accounting duties in support of assigned Associated Student Body (ASB) accounts; receive, review and process ASB purchase orders and invoices as assigned; prepare and maintain related financial records and reports.

#### **REPRESENTATIVE DUTIES:**

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

Perform a variety of technical accounting duties in support of assigned ASB accounts; review accounts for errors and make appropriate adjustments.

Receive, review and process ASB purchase orders and invoices as assigned; prepare invoices payment; verify invoices and match with purchase orders, checks and receivers; maintain contact with vendors to modify and clarify invoices and resolve discrepancies; verify disbursements to vendors.

Compile information and prepare and maintain various auditable records and reports related to purchase orders, income, expenditures and assigned accounts; establish and maintain filing systems; prepare and reconcile statements, ledgers, balance sheets and other financial documents as assigned.

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.

Process accounts receivable for ASB funds as assigned; collect and receipt monies related to assigned accounts and programs; count and record monies into proper accounts; prepare and make bank deposits; prepare and ensure accuracy of receipts; assist with selling and maintaining records related to tickets, ASB packages, graduation materials, yearbooks and other items as directed.

Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; initiate queries, develop spreadsheets and generate a variety of computerized lists and reports; maintain automated financial records.

Calculate, assemble, match, sort, tabulate, review and post a variety of financial and statistical data; review, adjust and ensure accuracy of ledgers and journal entries; review data for accuracy and completeness; initiate transfers as appropriate.

Communicate with administrators, personnel, vendors and outside agencies to exchange information and resolve issues or concerns related to ASB programs, accounts and activities.

Assist in the proper operations of the student store and web store; assist with training and provide work direction to student workers as assigned; order supplies as needed.

Assist with the maintenance and evaluation of ASB budgetary records and data as assigned; calculate, prepare and revise budgetary data.

Operate a variety of office equipment including a calculator, copier, cash register, fax machine, credit card processing machine, computer and assigned software; drive a vehicle to conduct work.

Communicate with and submit information to the District as required.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Financial and statistical record-keeping techniques.  
Preparation, review and control of assigned accounts.  
Preparation of financial statements and comprehensive accounting reports.  
ASB organization, operations, policies and objectives.  
Methods, procedures and terminology used in accounting work.  
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.  
Mathematical computations.

**ABILITY TO:**

Perform a variety of technical 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.  
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 communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Perform efficient and accurate mathematical computations.  
Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or its equivalent supplemented by college-level course work in accounting or related field and three years clerical accounting experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

The ability to see to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

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