

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING ATTENDANCE SPECIALIST

BASIC FUNCTION:

Under the direction of the Director-Budget and Finance, coordinate and perform a variety of technical duties related to attendance accounting and record-keeping for District-wide school site attendance and enrollment data, and other accounting tasks as assigned; perform frequent and responsible public contacts; monitor, record and prepare complex reports for submission to County Superintendent of Schools Office and the State of California.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate and perform a variety of technical duties related to attendance accounting and record-keeping for assigned sites and programs; perform frequent and responsible public contacts; ensure accurate and timely attendance activities; confirm and ensure use of proper accounting methods, develop statistical reporting procedures, and provide direction for record maintenance necessary for accurate attendance accounting procedures in compliance with State and federal guidelines.

Monitor, record and prepare complex reports for submission to County Superintendent of Schools Office and the State of California; review reports for accuracy and compliance with applicable laws, codes, rules, time lines and regulations; notify school sites of discrepancies.

Prepare, audit and maintain reports, data and statements for District, State and Federal entities as assigned including P-1, P-2 and P-Annual reports, CALPADS, SSID, CBEDS, enrollment, attendance, class size reduction, and other specialized reports.

Prepare reports for MAA, SELPA, Special Education, Migrant Education, Food Services, ASB, trustee statement recap, EDD and Board reports; provide support to school sites with the preparation of related reports; research and compile data for internal and external reporting.

Serve as a liaison between school staff, District Office staff and outside agencies regarding student attendance/enrollment and related policies, procedures, rules and regulations; initiate and receive phone calls; respond to inquiries and provide information.

Utilize a computer and assigned software system to input attendance documents and related data; update and create attendance codes in the system; establish and maintain automated student records; generate computerized reports related to student attendance and enrollment data.

Perform various Business Office tasks including accounts receivables, deposits, bank reconciliations, payroll taxes, payroll assistance and journal entries.

Operate a variety of office equipment including a scanner, calculator, copier, fax machine, computer and assigned software.

OTHER DUTIES:

Assist in annual audits as directed.
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Attendance policies, procedures, terminology and attendance accounting methods.
Applicable laws, codes, regulations policies and procedures.
Modern office practices, procedures and equipment.
Record-keeping and report preparation techniques.
Proper English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Data control procedures and data entry operations.
Telephone techniques and etiquette.
Operation of a computer and assigned software.

ABILITY TO:

Coordinate and perform a variety of technical duties related to attendance and enrollment accounting and record-keeping for District sites and programs involving frequent and responsible public contacts.
Monitor, record and prepare complex reports for submission to County Superintendent of Schools Office and the State of California.
Serve as a liaison between staff and outside agencies regarding student attendance.
Verify excused and unexcused absences.
Apply and explain applicable laws, codes, rules and regulations.
Answer telephones and greet the public courteously.
Type at an acceptable rate of speed.
Establish and maintain effective working relationships with others.
Operate a variety of office equipment including a computer and assigned software.
Meet schedules and time lines.
Prepare and maintain a variety of records, logs and files.
Communicate effectively both orally and in writing.
Work with many interruptions.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent and any combination equivalent to: college-level course work in a related field and four years of attendance accounting experience or relevant experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time.

Ability to see to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

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