

ATTENDANCE ACCOUNTING TECHNICIAN

DEFINITION

Under the direction of the Director of Fiscal Services, performs specialized technical financial duties in attendance accounting, assigns duties, trains staff, confers with district/county offices and school site administrators to maintain sound attendance reporting; performs other related functions as directed.

ESSENTIAL DUTIES

- coordinates and maintains appropriate attendance activities, data and information in order to compile a variety of monthly and annual district-wide attendance reports as required
- coordinates the receipt, audit, and balancing of reports from school attendance offices, including special schools
- monitors class size, enrollment, bell schedule, and kindergarten retention compliance with state legislation
- compiles and issues annual attendance calendar
- develops and provides in-service training and assistance to school attendance personnel regarding procedures, reports, and changes
- participates in periodic internal audits of attendance record keeping
- coordinates development and implementation of computer system reports in concert with the information services division as necessary
- complies with appropriate state and federal legislation and regulations
- answers numerous questions regarding attendance laws
- operates personal computer to coordinate the attendance reports of district and state
- independently composes correspondence regarding attendance procedures and policies
- investigates, searches, and abstracts information and data, and devises appropriate record and report formats
- establishes and maintains complex data management, storage, and retrieval systems
- coordinates and participates in the preparation of documents and records for storage
- assists in the organization of CBEDS data collection or CBEDS related data, checking completeness and accuracy of forms and reports before submitting to State Department of Education
- ability to analyze statistical data and look for trends
- reviews and verifies elementary independent study attendance auditing and accounting
- assists with planning, coordination, and audits for summer school and intervention program attendance

QUALIFICATIONS

Knowledge of: Modern office practices, methods, and school attendance procedures; appropriate English usage, spelling, grammar, punctuation, and mathematical concepts; standard office machines and equipment, including 10-key calculator, and computers, including various software, e.g. Excel and Word; student attendance technical report preparation and internal audit processes; operational procedures and policies, rules, regulations, and legal provisions specific to the assignment.

Ability to: Perform complex and specialized pupil attendance accounting clerical work utilizing independent judgment and requiring speed and accuracy; prepare clear, concise, and comprehensive reports; interpret specific sections of the Education Code, District policies, rules, and regulations, and apply them to a variety of operational report development procedures; comply with the District's customer service standards, as outlined in Board Policy; effectively operate a micro-computer and use appropriate application software; understand and follow oral and written directions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but will walk or stand for brief periods
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Five years of experience in accounting, budget, financial planning, attendance accounting, and/or payroll. At least two of the five years must be an educational agency.

Education: Verification of a High School diploma, a GED certificate, or a higher degree. Possession of an Associate of Arts degree is preferred, with course work or training in the area of attendance accounting, budget planning and control, business administration or closely related fields.

License Requirement: Possession of a valid California Motor Vehicle Operator's license.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.

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