

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: ASB ACCOUNTING TECHNICIAN

SALARY: RANGE 26 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned site administrator, maintain school budget records; oversee student affairs including student activities, dances, extracurricular events, clubs and fundraising activities; provide financial accounting for classes, club accounts and sports events; secure monies from games and events; oversee the Free and Reduced Lunch Program, Marin transit bus pass services and campus parking permits.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee student affairs including student activities, dances, extracurricular events, clubs and fundraising activities; provide financial accounting for classes, club accounts and sports events; secure monies from games and events; oversee the Free and Reduced Lunch Program, Marin Transit bus pass services, and campus parking permits.

Provide support to student activities; process ticket sales; set up and prepare meeting agendas and minutes; coordinate yearbook sales and distribution; provide work direction to parent volunteers as appropriate; inventory merchandise and order supplies in accordance with applicable rules and regulations.

Process a variety of fiscal information (e.g. purchase orders, billings for lost textbooks, sporting equipment, Student Body funds requests, etc.) for the purpose of updating information and/or authorizing final action in compliance with accounting requirements.

Process achievement awards and post participation records in an assigned database; order trophies and oversee awards events; issue certificates of achievement for eligible students; process athletics invoices and assist with transportation needs, student releases, uniform needs and other considerations.

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; balance, adjust and reconcile accounts; review data for accuracy and completeness; initiate transfers as appropriate.

Compile information and prepare and maintain a variety of records, logs and reports related to assigned programs, financial activity and budgets; prepare and process mileage reimbursements, travel and conference claims, applications, cash collection vouchers, pay vouchers and lease agreements as assigned.

Coordinate with other staff for the purpose of completing projects/work orders efficiently.

Perform a variety of clerical accounting duties in support of the school site; monitor funds for income and expenditures; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budget as required.

Receive, greet and direct visitors; respond to inquiries and provide a variety of general information to personnel, students, parents and the general public.

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

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; process purchase orders and invoices as assigned.

Provide assistance to the organization and implementation of site-based ceremonies and assemblies as assigned by the position.

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 planning and organization of fundraising activities for various ASB programs as assigned.

Perform a variety of general clerical duties in support of an assigned office including typing, filing, duplicating and distributing materials.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- ▶ Methods, procedures and terminology used in clerical accounting and bookkeeping work.
- ▶ Financial and statistical record-keeping techniques.
- ▶ Preparation, review and control of assigned accounts.
- ▶ Bookkeeping and accounting techniques and practices.
- ▶ Preparation of financial statements and comprehensive accounting reports.
- ▶ Data control procedures and data entry operations.
- ▶ Modern office practices, procedures and equipment.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.
- ▶ Mathematic calculations.

ABILITY TO:

- ▶ Perform a variety of complex clerical 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.
- ▶ Collect monies pertaining to student functions.
- ▶ Reconcile, balance and audit assigned accounts.
- ▶ Learn ASB organization, operations, policies and objectives.
- ▶ Verify, balance and adjust assigned accounts.
- ▶ Compare numbers and detect errors efficiently.
- ▶ Process and record accounting transactions accurately.
- ▶ Assemble, organize, and prepare data for records and reports.
- ▶ Complete work with many interruptions.
- ▶ Answer telephones and greet the public courteously.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Make arithmetic calculations quickly and accurately.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Prepare and maintain a variety of reports, records, and files.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Meet established schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of clerical accounting or bookkeeping experience.

OTHER REQUIREMENTS:

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:**ENVIRONMENT:**

- ▶ Office environment.
- ▶ Constant interruptions.

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.