

ATTENDANCE/ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, perform technical and specialized school attendance accounting and record keeping required in the maintenance of attendance records; perform other related work as required.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs technical and specialized clerical activities and functions related to student enrollment and attendance requiring thorough familiarity with legal provisions, District policies, and regulations.
2. Collects, compiles, and prepares special state, county, and District reports regarding student enrollment and attendance.
3. Investigates, searches, and abstracts information and data, and devises appropriate record and report formats.
4. Reviews and analyzes attendance reports to determine trends in attendance, comparing current, prior and future years.
5. Answers complex and technical questions that may require specialized research and abstraction skill.
6. Performs functions and activities utilizing independent judgment, referring only matters requiring a policy decision, or a decision pertaining to unusual matters.
7. Establishes and maintains complex data management, storage, and retrieval systems.
8. Coordinates and participates in the preparation of documents and records for storage.
9. May process highly sensitive and confidential attendance and welfare information and data.
10. Receives and initiates a variety of telephone and personal contacts with District, county, and state personnel regarding attendance problems, issues, and concerns.
11. Assists in the development of District's annual calendar.
12. Coordinates and conducts attendance accounting pre-new school year orientation meetings with school site personnel.
13. Provides resource service to attendance employees.
14. Consults with department heads, school principals and related staff regarding legislation affecting attendance procedures and policies.
15. Provides all training and continuing on-site support to attendance personnel.
16. Assumes full responsibility in performing detailed on-site audits to individual schools.
17. Supervises correcting errors to minimize/eliminate audit findings.
18. Assists in the organization of CBEDS data collection, checking completeness and accuracy of forms and reports before submitting to State Department of Education.
19. Reviews school bell schedules to determine accuracy of instructional minutes for compliance with Education Code for State funding.
20. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Modern office practices, methods, and school attendance accounting procedures; appropriate English usage, spelling, grammar and punctuation; arithmetical concepts; standard office machines and equipment, including 10-key calculator, computers and supporting software applications; principles of reports preparation; pertinent federal, state and local laws, codes and regulations specific to attendance accounting.

Ability to:

Perform complex and specialized pupil attendance accounting clerical work utilizing independent judgment and requiring speed and accuracy; assemble and analyze data making appropriate recommendations for maximizing attendance apportionment; prepare clear, concise, and comprehensive written and oral reports; interpret specific sections of the Education Code, District policies, rules, and regulations, and apply them to a variety of operational report development procedures; type or enter data at a speed necessary for successful job performance; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Two years of college level coursework in accounting or mathematics and four years of highly responsible experience in attendance accounting procedures and practices or equivalent. One year in a lead or supervisory capacity is preferred.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with travel to school sites for the collection of attendance information.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.