

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Pupil Accounting Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Budget	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	030 OTBS
REVISED:	February 5, 2003		

BASIC FUNCTION:

Collect, sort, and record pupil enrollment and attendance data; compile and input data, make adjustments, and prepare technical reports and summaries.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Audit, verify and interpret various computer or manually produced attendance and enrollment reports, research errors and determine necessary additions, deletions or corrections to be made by school staff. **E**

Visit school sites to train or assist in reporting procedures and in enrollment and attendance information using the computerized student information system (SIS). **E**

Communicate with school site staff regarding attendance and enrollment information. **E**

Maintain procedures governing work routines and may prepare or update manuals and handbooks. **E**

Maintain financial and/or specialized fiscal accounting records. **E**

Explain school district regulations, policies and procedures related to pupil accounting. **E**

Prepare or assist in preparing mandated state reports and district management reports. **E**

Attend meetings and assist with workshop presentations, as assigned. **E**

Provide current and historical documentation to auditors, district staff and outside agencies, as required. **E**

Operate standard office machines, microcomputers and basic on-line data terminals. **E**

Prepare routine computerized spreadsheets. **E**

Prepare correspondence and forms. **E**

Assist in training school site staff assigned to attendance and enrollment functions and provide work direction for designated functions. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school including or supplemented by formal bookkeeping or accounting training and 2 years or recent, full-time equivalent, paid, bookkeeping, accounting, or financial clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate at a net, corrected speed of 25 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Application of accounting principles and procedures;
Organizing statistical data;
Standard office procedures.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Interpret state and federal regulations and district procedures as they relate to pupil accounting functions;
Perform computational tasks with accuracy and speed;
Train and lead the work of others;
Operate standard office equipment including microcomputers and related software applications.
Type/keyboard at a net, corrected speed of 25 words per minute.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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