

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Pupil Accounting Specialist I	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Office of Resource Development	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	038 OTBS
<b>ISSUED:</b>	October 10, 2006		

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**BASIC FUNCTION:**

Train school site staff in enrollment and attendance systems and procedures and examine a variety of technical documents to determine accuracy of the average daily attendance (ADA) reported to the state; recommend corrections and prepare reports of audit findings.

**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**

Determine and develop audit format, questionnaires and worksheets; travel to school site locations to conduct field audits of enrollment and attendance records at elementary and secondary schools to ensure accuracy and compliance with state rules and regulations and district procedures; reconcile schools enrollment totals and identify and implement courses of action for problems found during audit. **E**

Prepare initial on-site reports and formal reports of audit findings; prepare oral and written audit reports for administrative staff; extract a variety of enrollment/attendance data from district database and prepare special audits and reports; may reconcile hours of pupil attendance for intersession, summer school and Saturday school as required. **E**

Confer with principals and other school site staff regarding audit findings and recommend methods to correct areas found to be out of compliance. **E**

Analyze and make recommendations for changes to enrollment and attendance procedures at school sites and the maintenance of school site and district records to ensure accuracy and completeness. **E**

Compare data from student information system (SIS), schools administrative student information (SASI) and Zangle with district client server to ensure accuracy of ADA data being reported to the state. **E**

Provide training and ongoing instruction to new and existing school site staffs in proper methods of maintaining accurate enrollment and attendance records; operate computer and standard office equipment in performing work. **E**

Assist in preparing and updating attendance accounting manuals for use by principals, faculty and site staff; maintain procedures governing work routines. **E**

Perform project work which may include the preparation of graphs and analysis of pupil accounting data. **E**

May assist with tracking, compiling, and maintaining of the instructional minutes for all district school sites.

Review and explain applicable district policy and procedures, state rules and regulations, accounting manuals and education code as required and respond to general inquires related to pupil accounting. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to: three years of recent, progressively responsible, full-time paid, accounting-clerical, fiscal-clerical, or financial-clerical work experience of acceptable level and quality. Formal coursework in bookkeeping is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Technical aspects of field of specialty.
- Reading and writing English communication skills.
- Standard office procedures.
- The application of accounting principles, systems and procedures.

**ABILITY TO:**

- Explain state and federal regulations and district procedures related to pupil attendance accounting functions.
- Operate standard office equipment including microcomputers and related software applications, including Zangle, Aeries, Mainframe, Microsoft Word and advanced Excel.
- Organize and analyze statistical data; prepare complex spreadsheets in Excel.
- Perform computational tasks with speed and accuracy; able to keyboard.
- Prepare clear, concise, written and oral reports and recommendations.
- Train and lead the work of others.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with others.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain records.
- Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office setting; driving to school locations.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.