

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

| | | | |
|--------------------|--------------------------------|------------------------|---------------------|
| TITLE: | Pupil Accounting Specialist II | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Office of Resource Development | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | SALARY GRADE: | 040 OTBS |
| ISSUED: | October 10, 2006 | | |

BASIC FUNCTION:

Lead the work of clerical employees engaged in the performance of pupil accounting functions; calculate the average daily attendance (ADA) for district and charter schools; develop or assist in the development of a variety of reports to meet state requirements and district planning needs.

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

Lead, train, and monitor the work of assigned staff and reviews output for accuracy, completeness, and adherence to time schedules. **E**

Audit and review attendance data provided by school staffs for computation of average daily attendance. **E**

Calculate ADA for district and charter schools. **E**

Establish district and charter school pupil accounting calendars and bell schedules; make appropriate recommendations. **E**

Track, compile, and maintain the instructional minutes for all district school sites. **E**

Create applications for K-3 and 9th grade class size reduction programs and prepare applicable state reports. **E**

Develop and explain attendance accounting training materials and provide for training of school staffs as appropriate; explain federal, state, and district regulations to staff. **E**

Prepare a variety of regular and special reports related to pupil attendance, class size, and other current or historical data as required by the state or county and for district planning and information purposes. **E**

Perform field audits as required or necessary. **E**

Prepare computerized master spreadsheets and instruct others in their use. **E**

Assist in coordinating activities with schools and interdepartmental units. **E**

Perform related duties as assigned. **E**

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 four years of recent progressively responsible, full-time equivalent, paid bookkeeping, accounting, or fiscal-clerical experience.

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:

Accounting principles, systems, and procedures.
Modern electronic data processing accounting applications.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Interpret state and federal regulations and district procedures related to pupil accounting functions.
Operate standard office equipment including microcomputers and related software applications, including Zangle, Aeries, mainframe, MS Word and advanced Excel.
Organize and analyze statistical data; prepare complex spreadsheets in Excel.
Organize work routines, set priorities, and meet deadlines.
Train and lead the work of others.
Establish and maintain effective working relationships with all levels of district staff.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Gather and analyze data.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; 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.

Issued: 10.10.06

Job Code 6806

JB