

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Pupil Accounting Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Finance	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	042 AASD Supervisors'
REVISED	September 30, 2002		

BASIC FUNCTION:

Supervise pupil accounting functions and assigned personnel; develop 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

Plan, organize, assign, and review the work of assigned staff and review output for accuracy, completeness, and adherence to time schedules. **E**

Compiles and maintain attendance accounting data for all regular and special programs throughout the district. **E**

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

Develop attendance accounting training materials and provide for the training of school staffs, as appropriate. **E**

Review, analyze, and report on new and proposed legislation that may impact pupil accounting functions and recommend revision to procedures as necessary. **E**

Develop or assist in developing automated systems to support attendance accounting. **E**

Attend and participate in conferences as a representative of the operating unit. **E**

Serve on committees; perform special studies; act as district resource for pupil accounting functions and explains federal, state, and district regulations to staff and community representatives. **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 and county and for district planning and information purposes. **E**

Coordinate activities with other accounting sections, interdepartmental units, and schools; assist internal and contract auditors in conducting audits of attendance records, active enrollments, and related revenue claims. **E**

Select, train, and evaluate performance of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a four-year college or university with a major in accounting, finance, or business administration and three years of progressively responsible accounting experience, preferably in a school district. Supplemental course work or experience in the use of microcomputers is desirable

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Good organizational and analytical skills.
- Modern electronic data processing accounting applications.
- Technical aspects of field of specialty.
- Reading and writing English communication skills.

ABILITY TO:

- Apply accounting principles, systems, and procedures.
- Prepare accurate and timely records and reports.
- Operate standard office equipment including microcomputers and related software applications.
- Train, supervise, and evaluate the work performance of others.
- Establish and maintain effective working relationships with all levels of staff and the public.
- Communicate effectively orally and in writing.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain records.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor 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.

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Job Code 6805

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