

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ATTENDANCE ACCOUNTING SPECIALIST

BASIC FUNCTION:

Under the direction of the Manager-Accounting, coordinate and perform complex technical accounting functions related to financial statements for various funds involving receipt and proper disposition; develop statistical reporting procedures and provide direction for record maintenance necessary for accurate attendance accounting procedures and compliance with California State Education Code and California Department of Education requirements.

ESSENTIAL FUNCTIONS:

Coordinate and perform complex technical accounting functions related to financial statements for various funds involving receipt and proper disposition.

Perform technical calculations and analyses to create District-wide Average Daily Attendance reports; audit ADA and attendance reports from individual school data.

Design and develop statistical reporting procedures and methods; compile and verify reports for submission to County, State and federal reporting agencies.

Reconcile District accounting records with County reports; audit reports for errors and assure correct reporting.

Prepare monthly attendance, enrollment and Class Size Reduction (CSR) reports for Cabinet, Program Directors and Site Administrators to assist with maintaining staffing requirements as prescribed by laws and program requirements.

Monitor preparation of policy and procedure manuals for attendance accounting transactions.

Work closely and cooperatively with outside auditors in gathering and communicating data for compliance and their review.

Provide in-service training to site personnel on attendance and enrollment reporting; serve as a resource for school site personnel in reporting ADA and related information.

Provide technical direction to others as appropriate.

Maintain current knowledge of legislative applications of ADA and enrollment and CSR reporting regulations; implement reports and reporting procedures for new programs and legislation; develop internal reports to analyze effects of legislative and program changes.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and procedures of accounting, including governmental procedures, school district fiscal, attendance and budget procedures.

Computer based accounting systems and procedures.

Modern office procedures, methods and equipment, including calculator, copier, computer and printer.

Laws, rules and regulations applicable to California school district accounting and attendance activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal relations skills using tact, patience, and courtesy.

ABILITY TO:

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Apply pertinent District policies, laws, rules and governmental regulations to specific case.

Analyze and interpret fiscal records and documents.

Prepare accurate and complete financial summaries and reports.

Develop computer programs that clearly and accurately depict statistical results.

Perform research and compile information from a variety of sources.

Maintain accurate records and files.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information.

See to read a variety of materials.

Sit for extended periods of time.

Move hands and fingers to operate a computer keyboard.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two years of public school attendance accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.