

# **SANTA CRUZ CITY SCHOOLS**

## **JOB DESCRIPTION**

### **SITE ACCOUNTING TECHNICIAN**

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#### **DEFINITION:**

Under the direction of the Principal, perform responsible accounting, record-keeping and reporting tasks in support of a school site; prepare various financial, administrative and statistical reports and records of funds administered by the site, including, ASB and District fund sources; ensure funds are allocated to appropriate funding sources and are aligned with District policy and procedures, state and federal mandates, California Education Codes and FCMAT guidelines.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist Principal develop school site and department budgets; ensure appropriate allocation and expenditures of funds administered by school site including ASB, District allocations, grants, donations and other funding sources; comply with District policies and procedures, state, local and federal statutes and mandates, FCMAT guidelines and California Education Codes.
- Prepare school site and department budget reports; monitor accounts, fund allocations and department and school-wide account balances; meet with administrators and staff to identify purchasing and spending needs; initiate budget transfers as appropriate.
- Serve as information resource to administrators, teachers, students, and parent groups; provide up-to-date information on funding sources, approved vendors for goods and services and current balances on individual and departments accounts; assist staff with vendor search and obtaining price quotes.
- Assist Athletic Directors with team budgets; monitor team accounts on an on-going basis; advise administrators, Athletic Directors, Activity Directors, coaches, team parents, club advisors and student club officers on ASB policy and procedures; ensure budgets and activity funds are in compliance with ASB policy and procedures, District, FCMAT and Education Code guidelines.
- Enter District requisitions and change orders with proper fund codes into computerized system; generate ASB purchase orders and send to vendors by site; receive and process funds for deposits from state, federal and local grants, apportionments, student clubs, donation, athletics events, student store, scholarship accounts, parking permits and other student fees.
- Set up and maintain fiscal records on all school activities, including ASB accounts, and other funding sources.
- Establish and maintain accounts payable and receivable for assigned accounts.
- Review and process ASB fundraisers and pre-approval requests; audit expense reimbursements and petty cash requests; prepare petty cash checks; submit petty cash reports and staff expense reimbursements to District office; reconcile bank statements for petty cash and ASB checking and savings accounts.
- Verify bank deposits for ASB and District direct deposits; prepare direct deposit report and submit to District offices; issue checks for ASB invoices and reimbursements; verify information by purchase orders and pre-approvals.
- Process District stipend bill; receive and process goods and services received; route invoice to staff and appropriate department; resolve invoice discrepancies; advise vendors of payment policy.
- Sell and provide receipts for yearbooks, PSAT, AP Tests, lost books, parking passes, tickets and Physical Education uniforms.
- Prepare cash boxes and ticket reports for admission to school events and fundraisers.
- Enter student fees in computerized system; process and remove fees paid.
- Prepare annual closeout including closing of purchase orders and other financial transactions; balance end of the year bank statements; compile information for audit visits.
- Prepare ASB Year End Financial and ASB Vendor 1099 Reports.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a computer and assigned software.

- Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.

### **OTHER DUTIES:**

- Perform related duties as assigned.

### **REQUIRED QUALIFICATIONS:**

#### **Education and Experience:**

- Any combination equivalent to: graduation from high school and three years clerical accounting and bookkeeping experience.

#### **Knowledge of:**

- Methods, procedures and terminology used in clerical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation, review and control of assigned accounts.
- Preparation of financial statements and comprehensive accounting reports.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Arithmetic computations.

#### **Ability to:**

- Perform a variety of complex clerical accounting duties in support of assigned accounts and functions.
- Prepare and maintain accurate financial and statistical records and reports.
- Verify, balance and adjust assigned accounts.
- Compare numbers and detect errors efficiently.
- Reconcile, balance and audit assigned accounts.
- Assemble, organize and prepare data for records and reports.
- Process and record accounting transactions accurately.
- Prepare and reconcile statements, ledgers, balance sheets and other financial documents.
- Operate standard office equipment including a computer and assigned software.
- Understand and follow oral and written instructions.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working and cooperative relationships with others.
- Make arithmetic computations with speed and accuracy.

### **WORKING CONDITIONS:**

#### **Work Environment:**

- Indoor/Office environment.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.

- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Approved by Personnel Commission: 5/20/2015**

**Approved by Governing Board: 5/20/2015**

**Salary Range: 31**

**Revised:**

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