



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

ASB ACCOUNTING TECHNICIAN

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform technical and detailed specialized accounting, budget control, and recordkeeping duties to provide accurate accounting of the Associated Student Body (ASB) at District high schools; maintain financial and statistical records; sell items and collect and process fees for various classes and events; provide support for ASB activities; prepare and maintain accurate records and reports related to student body accounts; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Perform technical and detailed accounting and recordkeeping duties to provide accurate accounting of ASB at District high schools; perform specialized and technical functions in assembling, tabulating, calculating, verifying and filing accounting and fiscally-related information and data; safeguards ASB funds.
- Sell and provide receipt for various items to students including uniforms, spirit wear, yearbooks, school fees, ASB cards, dance tickets and other items; record and provide receipt transactions for club activities, fundraisers and school events; create distribution lists for yearbooks, spirit wear and web store purchases, and oversee delivery of items.
- Collect payments by cash, check or credit cards; reconcile amounts collected daily; create and transmit bank deposits; communicate with parents to recover returned checks.
- Prepare and maintain accurate records, reports and files related to student body accounts, clubs, athletics, and related organizations and transactions; analyze data and prepare tax forms including 1099 and sales tax returns, as needed; provide auditors with records and reports.
- Prepare bank reconciliations; monitor and follow-up on un-cleared disbursements; prepare monthly financial reports, balance sheet and income statements; assist with ASB and athletic sales, tickets to events, and accounting for those events.
- Issue and obtain approval of ASB purchase orders; review incoming requests for payment and obtain approval prior to disbursement; operate appropriate software to issue checks/payments for invoices, reimbursements and referees.
- Advise staff/students of allowable usage of club funds and proper financial procedures; train and supervise students in operation of equipment and transaction recording; monitor club account activity and produce club statements.
- Communicate and advise parents, students and staff in areas related to sports, activities and related financial matters.
- Assist in revision, formulation and implementation of accounting and budget control procedures and record management systems; post, balance and verify accounting and budget control records; prepare trial balances and financial statements.
- Establish, post and maintain journals, ledgers and a variety of other accounting and fiscal records.

- Interpret and provide information to District personnel regarding routine legal mandates, policies, regulations, and operational guidelines
- Provide technical information to County, State, and Federal agencies
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, practices, and procedures of school district accounting and budget control record management.
- Operation of manual and computer-assisted accounting and budget control record management systems.
- Modern office practices, procedures, and machines.
- Organization and planning methods, techniques, and practices.

ABILITY TO:

- Perform complex and technical accounting and budget control clerical functions.
- Prepare, review, and analyze accounting and budget control files, records, summaries, and reports.
- Perform double entry bookkeeping and accounting functions.
- Lead and advise other accounting and budget control clerical personnel.
- Make complex mathematical calculations and verify the results.
- Operate a -computer and use appropriate application software effectively.
- Understand and follow oral and written directions; read and interpret computer-generated reports; communicate effectively, both orally and in writing.
- Work effectively in an environment of frequent interruptions and changes in task priority.
- Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Three years of highly responsible experience in accounting or budget control record management and reporting, including one year in a lead or specialized capacity. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Supplemental training or course work in elementary accounting, bookkeeping, business office organization and planning, or in other closely related fields is preferred, but not required.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor, office work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions

- Will infrequently exert 10 to 35 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time but may walk or stand for brief periods; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing written and oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

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