



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

ATTENDANCE ACCOUNTING TECHNICIAN

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, performs specialized technical financial duties in attendance accounting, train staff, confers with district/county offices and school site administrators to maintain sound attendance reporting; performs other job-related functions as assigned and/or as required.

ESSENTIAL DUTIES:

- Coordinate and maintain appropriate attendance activities, data and information gather a variety of monthly and annual District-wide attendance reports as required; coordinate the receipt, audit, and balancing of reports from school attendance offices, including special schools.
- Monitor class size, bell schedule, and kindergarten retention compliance with state legislation; develop and issue annual attendance calendar.
- Develop and provide in-service training and assistance to school attendance personnel regarding procedures, reports, and changes; participates in periodic internal audits of attendance record keeping.
- Coordinate development and implementation of computer system reports in concert with the information services division as necessary.
- Comply with appropriate state and federal legislation and regulations; answers numerous questions regarding attendance laws.
- Responsible for ensuring that the LEA's office and school CDS information are accurate. Update CDS data by submitting change requests through the OPUS-CDS Application.
- Operate personal computer to coordinate the attendance reports of District and state; compose correspondence regarding attendance procedures and policies.
- Investigate, search and gather information and data, devise appropriate record and report formats; establish and maintain complex data management, storage, and retrieval systems.
- Coordinate and participate in the preparation of documents and records for storage; assist in the organization of CBEDS data collection or CBEDS related data; ensure completeness and accuracy of forms and reports before submitting to State Department of Education.
- Analyze statistical data and look for trends; review and verify elementary independent study attendance auditing and accounting; assist with planning, coordination, and audits for summer school and intervention program attendance.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, methods and school attendance procedures.
- Appropriate English usage, spelling, grammar, punctuation and mathematical concepts.

- Standard office machines and equipment, including calculators, computers and a variety of software applications.
- Student attendance technical report preparation and internal audit processes; operational procedures and policies, rules, regulations and legal provisions specific to the assignment.

ABILITY TO:

- Perform complex and specialized pupil attendance accounting clerical work utilizing independent judgment and requiring speed and accuracy.
- Prepare clear, concise and comprehensive reports.
- Interpret specific sections of the Education Code, District policies, rules, and regulations and apply them to a variety of operational report development procedures.
- Comply with the District's customer service standards, as outlined in Board Policy.
- Operate a computer effectively and use appropriate application software.
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

EDUCATION:

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

EXPERIENCE:

Five years of experience in accounting, budget, financial planning, attendance accounting, and/or payroll. At least two of the five years must be an educational agency. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATION 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:

Possession of an Associate of Arts degree with course work or training in the area of attendance accounting, budget planning and control, business administration or closely related field 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 frequently exert 10 to 20 pounds to lift, carry, push, pull or otherwise move objects
- Will sit most of the time, but will walk or stand for brief periods
- Must be capable of perceiving the nature of sound
- Must possess visual acuity and depth perception
- Must be capable of providing 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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