

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL FINANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of a High School Principal, perform responsible accounting clerical duties to maintain the financial records at a high school facility and assure sound fiscal management of student body funds; monitor and maintain related records of expenditures and receipts for assigned accounts.

REPRESENTATIVE DUTIES:

Maintain financial records for student body activities, clubs and the Associated Student Body; maintain account ledger cards, journal voucher book, receipt book and other related records. **E**

Maintain budget for the high school for District funds; review budget accounts periodically with the Principal. **E**

Prepare cash boxes for special events; maintain records of cash received and disbursements; receive, verify and deposit money, maintaining account breakdown summaries of bank deposits. **E**

Monitor and record transactions in assigned accounts such as deposits, transfers and purchase requisitions; maintain current budget. **E**

Process purchase orders for ASB and District accounts; store and print orders; assign account numbers and post to ledger for budget control; monitor receipt of orders; communicate with vendors and District personnel to exchange information, resolve discrepancies and research purchase requests. **E**

Prepare periodic financial statements and reports; verify expenditures from District detail reports; assist auditors and prepare year-end financial reports. **E**

Provide information and assistance to students, parents and other as required. **E**

Communicate with District accounting and purchasing personnel, banks, club sponsors, club and student body officers, department heads and administrators regarding student activities and funds. **E**

Monitor sporting events that require paid officials; verify salary and monitor payment; write and disburse checks. **E**

Attend a variety of meetings related to school business; provide information and recommendations to school administrators, staff and others as requested.

Provide work direction and guidance to other personnel assigned to assist with clerical accounting duties.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Bookkeeping and financial record-keeping principles, practices and terminology.
Financial and statistical record-keeping techniques.
Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Applicable sections of State Education Code and other applicable laws.
Telephone techniques and etiquette.

ABILITY TO:

Perform responsible accounting clerical duties to maintain the financial records at a high school facility and assure sound fiscal management of student body funds.
Monitor and maintain related records of expenditures and receipts for assigned accounts.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain financial records and prepare reports.
Operate a computer terminal and standard office equipment including calculators, adding machines, typewriter and copier.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Work independently with little direction.
Type at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by at least two courses in bookkeeping or accounting and two years of responsible experience involving financial record-keeping.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Seeing to read transcripts and related student information.
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Kneeling, crouching or bending at the waist to retrieve or store records.

Sitting for extended periods of time.