VISTA UNIFIED SCHOOL DISTRICT
ATTENDANCE ACCOUNTING SPECIALIST

Purpose Statement

The purpose of an Attendance Accounting Specialist is to collect, compile, and ensure accurate attendance accounting within the District; resolve attendance related issues; ensure compliance with state reporting and documentation requirements; convey attendance related information to appropriate parties; provide attendance accounting support and training to district and site staff.

This job reports to the Executive Director of Fiscal Services.

Essential Functions

- Attends and participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with internal and external personnel for the purpose of conveying and/or gathering information required to perform job functions, implementing and maintaining services, providing technical assistance and support, and providing information and/or direction regarding accounting and attendance procedures and practices.
- Compiles data from a wide variety of sources for the purpose of preparing reports, making recommendations, and/or preparing information for assigned administrator.
- Communicates with administrators, staff, county and state personnel, and vendors for the purpose of implementing and maintaining services and programs, coordinating activities, resolving issues and conflicts, and exchanging information.
- Maintains a variety of manual and electronic documents, files, records, and reports (e.g., procedures, student attendance system, notification logs, enrollment reports, state reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Performs general clerical functions (e.g., answers telephones, schedules meetings and appointments, files, copies, faxes, scans, etc.) for the purpose of supporting departmental activities in a timely and efficient manner.
- Prepares attendance-related reports and written materials (e.g., standardized and special reports, local and state mandated reports, calendars, non-public school attendance reports, grade levels, special programs, mandated instructional time requirements, etc.) for the purpose of conveying information regarding school attendance in accordance with established guidelines.
- Processes a variety of manual and electronic documents, forms, records, and materials (e.g., monthly absence summaries, report discrepancies, status changes, absence verifications, etc.) for the purpose of resolving issues, ensuring accurate attendance reporting, and disseminating information in compliance with established administrative guidelines.
- Provides support to district and site staff regarding procedures and program requirements for the purpose of ensuring efficient processing and accurate attendance reporting in compliance with district policies and established guidelines.
- Researches information regarding school attendance (e.g., changes in enrollment and attendance reporting requirements, legislative proposals affecting student attendance, etc.) for the purpose of updating knowledge and processes as appropriate, providing information, developing recommendations, and resolving issues.
- Researches and resolves discrepancies of attendance information and/or documentation for the purpose of resolving issues and ensuring accurate attendance reporting.
- Supports and trains site attendance personnel and administrators for the purpose of ensuring accurate attendance reporting.
**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge, and Abilities**

**SKILLS** are required to perform technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- applying job-related codes, regulations, and laws;
- interpersonal skills using tact, patience, and courtesy;
- operating standard office equipment including utilizing pertinent software applications and office technology;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret technical information, read and follow instructions; write documents following prescribed formats; present information to others; analyze situations to define issues and draw conclusions; and understand complex multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- business telephone and email etiquette;
- concepts of grammar, spelling, and punctuation;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- modern office practices and procedures;
- principles of student attendance accounting;
- principles of statistics;
- recordkeeping and record retention practices;
- specialized software programs related to student attendance.

**ABILITY** is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups and individuals;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- meeting deadlines and schedules;
- multitasking;
- operating motor vehicles;
- preparing accurate records;
- principles of training;
- providing customer service;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
● understanding and following oral and written directions;
● working as part of a team;
● working with detailed information/data;
● working with frequent interruptions.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization’s services.

Work Environment
The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency: High school diploma or equivalent and four years of experience in statistical recordkeeping, data compilation, and application of arithmetic formulas to produce statistical reports. Experience in school attendance reporting is highly desirable.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing
For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses
Valid California Class C Driver License

Clearances
Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

Continuing Educ. / Training

FLSA Status Approval Date Salary Grade
Non-Exempt Revised: 11/19/2010 Classified, Range 63
Revised: 11/12/2019