

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASB ACCOUNTING SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform responsible financial duties involving student body accounts including posting, balancing and reconciling accounts and preparing financial statements at an assigned school.

REPRESENTATIVE DUTIES:

Perform financial record-keeping and other related work for campus student organizations and athletic program, publication and sale of the school yearbook, and other activities such as caps and gowns, cards, announcements and jewelry sales. **E**

Collect cash and maintain student body cash collection records; count and receipt collections; reconcile collections with bank deposit and make deposits; recover funds for checks returned unpaid by bank. **E**

Establish and maintain student body and school club accounts; audit invoices and prepare checks for payment. **E**

Prepare budgets for athletics and associated student body funds. **E**

Prepare financial statements for assigned accounts; balance and reconcile accounts; post data to journals and ledgers as appropriate; prepare monthly trial balances. **E**

Analyze previous fiscal budgets; forecast current and future year budgets. **E**

Compile quarterly financial reports including balance sheet, profit and loss statements, income and expense reports and trust account activity summary. **E**

Perform audits of all student body and club accounts and invoices under the guidelines set forth for fundraising accountability and record keeping and reconciliation of costs and profit. **E**

Process bills, requisitions, invoices and transfers; disburse purchase orders as appropriate. **E**

Organize and maintain procedures for activities such as paid admission events, sale of publication subscriptions, student body cards, student organization collections and other collections authorized by the Board of Education; monitor procedures concerning processing of student body funds to assure compliance with established federal, state, and District rules, regulations and guidelines. **E**

Assist students with fund-raisers, ticket sales, dances and other student body activities as required; prepare cash boxes and ticket reconciliations for sales, events and athletic contests; make new and replacement ID cards for students. **E**

Communicate with vendors regarding orders, errors, omissions, and delivery schedules. **E**

Coordinate senior activities regarding various commencement programs and awards. **E**

Prepare and submit oral and written reports to supervisor and District administrative officials as required. **E**

Operate office machines including computer work station, typewriter, calculator, copier, laminator and check encoder. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in financial record-keeping.
Financial and statistical record-keeping techniques.
Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer workstation and related accounting software.
Oral and written communication skills.

ABILITY TO:

Perform responsible duties involving student body accounts including posting, balancing and reconciling accounts and preparing financial statements at a computer workstation with related accounting software at an assigned school.
Add, subtract, multiply and divide quickly and accurately.
Relate and work effectively with adolescents.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Maintain records and prepare reports.
Work independently with little direction.
Perform clerical duties such as filing, duplications and typing.
Communicate effectively both orally and in writing.
Read, interpret and follow rules, regulations, policies and procedures.
Type at an acceptable rate of speed.
Operate office equipment including calculator, typewriter, copier, computer work station, laminator and check encoder.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by course work in bookkeeping or accounting and three years of financial record-keeping experience including experience with automated accounting systems.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment, sitting or standing for extended periods of time, reaching to retrieve and maintain files, bending, pushing, moving, lifting objects weighing up to 25 pounds, and hearing and speaking to exchange information.

ADOPTED: April 1994

Reviewed: January 2000

REVISED: May 1995, June 2000, July 2007