

ACCOUNTING TECHNICIAN II – ATTENDANCE**DEFINITION**

Under direction, to perform complex school attendance accounting and record keeping work required in the maintenance of attendance records; to provide lead assistance to school site attendance accounting personnel; and to perform related work as required.

EXAMPLES OF DUTIES

Coordinate the planning and organization of centralized attendance accounting functions, researching and developing new procedures, policies and forms; provide lead assistance, and instruction to site attendance personnel to support complex attendance accounting recordkeeping, providing in-service training on changes in attendance accounting laws and regulations; oversee, monitor, and audit appropriate attendance activities, data, and information in order to compile a variety of monthly and annual district attendance reports; prepare all enrollment reports for District, County and State distribution, including first, second and final apportionment reports; coordinate, monitor, and audit the California Longitudinal Achievement Data System (CALPADS) reporting; coordinate and analyze parent-pupil census surveys, compiling and analyzing information for Federal applications or reports; work with Technology Services, district departments and school site administrators to resolve issues related to attendance reporting; provide technical assistance to school site staff with regard to maintaining and reporting accurate attendance information; conduct periodic internal audits for attendance recording keeping; coordinate the external audit relating to annual required auditing of attendance ADA; monitor special program attendance within established rules, regulations and procedures; assist in the development of District annual attendance calendar; assist in the monitoring of class size and District enrollments and auditing of instructional minutes to assure compliance; assist in summer school attendance accounting.

QUALIFICATIONS**Knowledge of**

Legal requirements, principles and practices of public school attendance accounting; District policies and regulations; basic principles of accounting; methods and terminology of school attendance accounting and record keeping; correct English grammar, spelling and punctuation; modern office methods, procedures, practices and office automation.

Ability to

Monitor and enforce attendance accounting procedures; prepare documentation for various reporting systems; independently do a variety of technical attendance record keeping; apply rules and regulations to specific cases; analyze data and draw conclusions; prepare clear and concise reports; provide lead assistance to attendance accounting personnel; develop operational procedures and related processes; plan and organize work; understand and carry out oral and written instructions; communicate effectively; type at a net corrected speed of 45 words per minute.

Experience

Four years of experience in attendance or financial record keeping which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade, supplemented by courses in attendance accounting or financial record keeping.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 28, 1978

Revised: February 26, 1985

Revised: June 7, 1990

Revised: February 10, 1998, effective March 1, 1998

Revised: December 10, 2002, effective January 1, 2003

Revised: February 8, 2005

Revised: March 13, 2007, effective April 1, 2007

Revised: November 16, 2012 effective December 12, 2012