



PERSONNEL COMMISSION

Class Code: 0751
Salary Range: 19 (C1)

ASB FINANCIAL TECHNICIAN

JOB SUMMARY

Under general supervision, maintain financial accounts for student body activities at a middle, K-8 or small specialized high school; advise school administrators, sponsors and student council members on proper accounting policies and procedures; perform varied clerical duties in support of school functions; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Participate with student sponsors, student club members and/or student council members in preparing for fund raising activities such as candy sales or similar items in the school; collect money, write receipts, post to accounts, record payments and follow up on delinquent accounts. **E**
- Deposit monies in bank from fundraisers and other activities such as school dances, yearbook sales, and camping trip; prepare monthly bank reconciliation's and trial balances; post transactions to the proper journal and ledger. **E**
- Issues checks, obtaining proper signatures, for payment of obligations on behalf of the student body. **E**
- Keep revolving cash fund from which to reimburse school staff for buy-out purchases. **E**
- Prepare monthly financial statements of student body transactions for internal audit. **E**
- Collect money owed by students. **E**
- Advise teachers on completing forms for club activities, collecting fees from and refunding deposits to students. **E**
- Prepare and send sales tax to State Board of Equalization. **E**
- Perform other duties such as prepare correspondence, answer school office telephone, complete employee payroll timesheets, call for substitute employees and receive and review student re-admits. **E**
- Attempt to collect on returned checks; communicate with originators to obtain payment. **E**
- Keep calendar of student body activities and events in order to plan and coordinate the financial activities as required. **E**
- Operate modern office machines and equipment such as ten key adding machine, personal computer, keyboard and multi-line telephone. **E**

Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An ASB Financial Technician accounts for student body financial receipts and disbursements at a middle, K-8 or small specialized high school. The nature of the work requires attention to detail in reviewing forms and documents for accuracy and completeness and involves basic numeric calculations and clerical work according to prescribed procedures and regulations. An ASB Financial Technician computes, credits and debits accounts, checks forms and documents, identifies discrepancies and makes adjustments to accounts as needed. An incumbent participates and assists in other support function activities such as greeting parents and the public at the school office counter to answer questions, processing student re -admits or preparing correspondence.

EMPLOYMENT STANDARDS**Knowledge of:**

Accounting, bookkeeping and budgeting principles, and practices including tax regulations.
Financial record keeping techniques.
Double entry bookkeeping.
Modern office machines and equipment including computer terminal.
Collection and disposition of cash.

Ability to:

Make arithmetic calculations quickly and accurately.
Meet schedules and timelines.
Plan and organize work.
Prepare, monitor and maintain financial statements and reports.
Adjust to changing priorities.
Communicate effectively both orally and in writing.
Operate office machines and equipment such as computer terminal, personal computer and ten key adding machine.
Establish and maintain effective working relationships with others.

Education and Training:

Equivalent to graduation from high school. Course work in accounting or finance in an institution of higher education is desirable.

Experience:

Two years of clerical accounting work preferably one of which is in a public agency.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

WORKING ENVIRONMENT

School office environment.
Frequent interruptions

PHYSICAL DEMANDS

Seeing to read, review and assure accuracy of financial statements and reports.
Hand written notes and receipts and documents of poorly printed quality.
Communicate in a noisy environment.
Dexterity of hands and fingers to operate a computer keyboard and handle cash and paper.
Sitting and standing for extended periods of time.
Hearing and speaking to exchange information in person and telephonically.

SPECIAL REQUIREMENTS

Some positions in this class require the use of personal automobile and possession of a valid California class C driver's license at the time of appointment.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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