



## PERSONNEL COMMISSION

Class Code: 0761  
Salary Range: 23 (C1)

### SENIOR ASB FINANCIAL TECHNICIAN

#### JOB SUMMARY

Under general supervision, perform financial duties in accounting for the receipt and disbursement of student body monies at a large comprehensive high school; advise school administrators and student body officers on proper accounting policies and procedures of student body funds; 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.*

- Receive and reconcile cash and checks for student body transactions and accounts; prepare receipts and compile periodic summaries; prepare and verify bank deposits and reconcile bank statements. **E**
- Review school purchases orders for accuracy, completeness and signatures; check for availability of funds; issue warrant and maintain records of purchase orders and invoices. **E**
- Prepare payroll checks for student body employment (e.g. at sporting events) including appropriate deductions and disbursement of state and federal taxes; provide quarterly report to District payroll. **E**
- Set up and distribute cash boxes for ticket sales at events such as sports' games, musical events, dances or club activities; reconcile accounts and maintain ticket inventory. **E**
- Process student applications for insurance; provide and update student lists to the carrier; answer questions about the insurance for students and parents. **E**
- Collects, receipt, balance and prepare listings for fees collected for events and activities or student fines. **E**
- Assist in the sale of student body items such as cards, tickets, yearbooks and other fund raising activities. **E**
- Maintain accounts for a variety of student activities and events such as trust accounts, clubs, yearbooks, special events such as a faire and graduation; work with students, sponsors, teachers, parents and school administrators to ensure proper procedures are followed in collecting, signing for, and disbursing money; make entries to journals and ledgers; balance accounts and prepare and distribute financial statements on accounts. **E**
- Maintain accurate tax records for State sales tax and prepare report for the State Board of Equalization. **E**

- Attempt to collect on returned checks; communicate with originators to obtain payment. *E*
- Operate modern office machines and equipment such as ten key adding machine, personal computer and check writer. *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**

A Senior ASB Financial Technician maintains a variety of financial accounts in support of student activities and events at a large comprehensive high school. There is a high volume of transactions at a comprehensive high school and the requirement for preparing monthly financial statements and reports for a high number of accounts. An incumbent demonstrates independence and initiative in this single position at each high school where receiving, selling, balancing, issuing checks, and meeting timelines is required. The Senior ASB Financial Technician is distinguished from the ASB Financial Technician class by the greater scope of the kinds of activities existing at the high schools including extensive sports programs, payroll duties and complexity of ongoing working relationships with administrators, coaches, teachers, students, parents, and vendors.

### **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:**

Maintain a complete set of financial books and accounts of High School student body funds.

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.

Answer complaints and deal tactfully with students and others in explaining the rules and practices governing student body accounts or vendor inquiries regarding invoices.

Communicate effectively both orally and in writing.

Operate office machines and equipment such as computer terminal, personal computer and ten key adding machines.

Establish and maintain effective working relationships with others.

**Education and Training:**

Equivalent to graduation from high school. Completion of at least nine semester units of college level introductory accounting courses is required.

**Experience:**

Three 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, knowledge 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.  
Working at an open window.  
Dexterity of hands and fingers to operate a computer keyboard, handle cash and paper.  
Sitting and standing for extended periods of time.  
Hearing and speaking to exchange information in person and telephonically.

*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.