

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ATTENDANCE ACCOUNTING SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor or designee, provide in-service training and technical support to site personnel on attendance and enrollment reporting; assist with technical calculations and analyses to prepare District-wide ADA (Average Daily Attendance) reports; audit ADA and attendance reports from individual school data; assist with developing statistical reporting procedures and provide direction for record maintenance necessary for accurate attendance accounting procedures and compliance with California State Education Code and California Department of Education requirements.

#### **ESSENTIAL FUNCTIONS:**

Assist with technical calculations and analyses to create District-wide Average Daily attendance reports; auditing ADA and attendance reports from individual school data.

Assist with designing and developing statistical reporting procedures and methods; assist with compiling and verifying reports for submission to County, State and federal reporting agencies.

Assist with preparation of monthly attendance, enrollment and Class Size Reduction (CSR) reports for Cabinet, Program Directors and Site Administrators to assist with maintaining staffing requirements as prescribed by laws and program requirements.

Assist with preparation of policy and procedure manuals for attendance accounting transactions.

Provide in-service training to site personnel on attendance and enrollment reporting; serve as a resource for school site personnel in reporting ADA and related information, including, but not limited to one-on-one initial training of newly assigned site staff responsible for attendance reporting; work with Technology Services and Attendance Improvement Office to provide on-going monthly and annual in-service meetings/trainings for site attendance staff; provide support to sites for long term vacancies of site attendance staff positions.

Provide technical direction to others as appropriate.

Maintain current knowledge of legislative applications of ADA, enrollment, class size and Local Control Funding Formula pupil count reporting regulations; assist with implementing reports and reporting procedures for new programs and legislation; assist with developing internal reports to analyze effects of legislative and program changes.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and procedures of accounting, including governmental procedures, school district fiscal and attendance procedures.

Computer based accounting and attendance systems and procedures.

Modern office procedures, methods and equipment, including calculator, copier, computer and printer.

Laws, rules and regulations applicable to California school district accounting and attendance activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal relations skills using tact, patience, and courtesy.

**ABILITY TO:**

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Apply pertinent District policies, laws, rules and governmental regulations to specific case.

Analyze and interpret fiscal records and documents.

Prepare accurate and complete financial summaries and reports.

Develop computer programs that clearly and accurately depict statistical results.

Perform research and compile information from a variety of sources.

Maintain accurate records and files.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information.

See to read a variety of materials.

Sit for extended periods of time.

Move hands and fingers to operate a computer keyboard.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and two years of public school attendance accounting and/or increasingly responsible accounting experience.

Supplemental knowledge preferred: college-level course work in bookkeeping, accounting or related field.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.