

## East Side Union High School District

### **Job title: Attendance Accounting Specialist**

#### **Description of Basic Functions and Responsibilities:**

To perform highly responsible accounting functions for gathering, interpreting, evaluating, and reporting attendance related reports to the schools, district, County, and State; and to serve as a source of information on attendance procedures for district, county, and state programs regarding compliance with the California Education Code California State law, District policy, and District regulations. This position receives minimal supervision within a framework of standard policies and procedures and functions at a highly skilled, technical, and specialized level of expertise. This position is responsible for auditing and advising school sites on appropriate attendance accounting procedures; apprising district on appropriate California Education Code and California State law on attendance procedures and Average Daily Attendance (ADA) recovery programs; provides training to school sites and district on reporting practices and record keeping; reviews and confirms the integrity of the District's attendance accounting process; acts as liaison between the County Office of Education attendance officer, the District, and school sites

**Supervisor:** As assigned

#### **Typical Duties:**

Coordinates and sets timelines for the gathering of attendance related reports from school sites and verifies the accuracy of the reports; makes corrections as needed and notifies sites

Reviews, runs, and prints regular and specialized attendance reports.

Transfers school site reporting data to spread sheets for cumulative attendance and enrollment reporting to the District, County, and State

Responds to questions and provides instruction and assistance, including visits to sites, to personnel performing attendance accounting duties.

Audits school site attendance practices and procedures

Works with Information Systems on effecting district changes in computerized attendance accounting systems

Collects data and prepares apportionment attendance and enrollment reports for the County Office of Education on an annual basis

Keeps current on changes in enrollment and attendance requirements and reporting procedures issued by the State Department of Education; confers with County and State on interpretation of California Education Code provisions on attendance and enrollment.

Types and issues bulletins and memorandums to sites regarding changes in reporting requirements and procedures for student attendance accounting

Types reports, letters, memos, and other correspondence related to assigned functions

Operates computer terminal to input/maintain/research assigned records on student system and mainframe system

Keeps all attendance reports from the school sites and district and required by law for accessibility to the district administration and auditors

Attends meetings as directed by district administrators to assist with the delivery and dissemination of information and to advise on appropriate ADA policies and regulations, confirming such information has been disseminated

Prepares materials for and make presentations to various school sites and administrative groups

Performs related duties as required

### **Employment Standards:**

Knowledge of proper office methods and procedures, including filing systems, business correspondence, report writing, and communication techniques

Knowledge of general accounting/record keeping principles and procedures as related to school district financial and/or attendance accounting

Knowledge of attendance accounting guidelines from district, county, and state regarding special programs and curriculum

Knowledge of the California Education Code and California State law as it relates to attendance accounting and school curriculum

Ability to operate a computer terminal or microcomputer, using spreadsheet, database, word processing, and specialized financial software

Ability to quickly identify problem areas or situations, isolate problem causes, and take appropriate action to resolve problem identified

Ability to understand and implement a variety of complex directions without continuous supervision

Ability to establish and maintain accurate attendance records

Ability to record and prepare accurate financial and statistical summaries and reports

Ability to assemble, organize and analyze data in an effective and useful manner

Ability to apply rules and regulations to existing and proposed district programs

Ability to communicate effectively in both oral and written forms

Ability to operate a variety of standard office machines and equipment

Ability to type at a rate necessary for successful job performance

Ability to establish and maintain effective working relationships with those contacted in the performance of required duties