



PERSONNEL COMMISSION

Class Code: 0763
Salary Range: 23 (C1)

STUDENT FINANCIAL TECHNICIAN - AVALON

JOB SUMMARY

Under general supervision, maintain financial accounts for student body activities at Avalon and Two Harbors Schools; advise school administrators, sponsors and student council members on proper accounting policies and procedures; to perform other accounting and 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.

- 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 schools purchase orders for accuracy, completeness and signatures; check for viability 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**
- Collect, receive, 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*
- Participate with Activity Director, student sponsors, student club members and/or student council members in preparing for fund raising activities such as concession sales or school dances; collect money, write receipts, record payments and post transactions to proper journal and ledgers. *E*
- Deposit monies in bank from fundraisers and other activities such as yearbook sales, student store and camping trip; prepare monthly bank reconciliations and trial balances. *E*
- Issue checks, obtaining proper signatures, for payment of obligations on behalf of the Avalon School student body. *E*
- Receive and count from cafeteria supervisor monies collected daily from sales. *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 for account receivables. *E*
- Arrange bus transportation for student field trips. *E*
- Make boat reservations, hotel reservations and arrange bus transportation for athletic team trips. *E*
- Perform other duties such as prepare correspondence, answer school office telephone, purchase commuter books for athletic teams, issue lunch loans to students, and order student store supplies. *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, 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

The Student Financial Technician - Avalon accounts for student body financial and cafeteria receipts and disbursements at Avalon's combined Elementary, Middle and High School at Avalon, and the satellite campus, Two Harbors Elementary School, located on Catalina Island. 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. The Student Financial Technician - Avalon computes, credits and debits accounts, checks forms and documents, identifies discrepancies and makes adjustments to accounts as needed. The incumbent also performs other clerical support work such as answering questions of parents and the public, arranging for student bus and boat transportation and 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 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.

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.

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.

PCA 01/08/98 BOE 01/20/98
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