

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: EXTENDED SCHOOL SERVICES ACCOUNT TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Coordinator, Extended School Services, performs a wide variety of technical accounting duties related to the accurate processing of program billings, attendance and accounts receivable for the District's Extended School Services and Smart Steps Preschool programs; records, updates and reconciles fiscal information related to assigned programs; provides technical accounting support District personnel and customer service duties related to assigned programs.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assists external auditors by compiling requested records and coordinating various audit activities; provides required information to address audit requirements.

Collects and accounts for various monies and fees for assigned as required; processes invoices; posts late payment fees, generates and posts tuition data; prints and mails invoices; follows-up on past due invoices, discrepancies and payments as needed; prepares collection notices; contacts parents or legal guardians for past due account collections; assures fee-based program payments are made in compliance with relevant regulations and guidelines.

Communicates with personnel, parents, legal guardians and various outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns.

Compiles, monitors and maintains accounts receivable for assigned programs; enters registrations and tracks student and staff attendance for students in multiple school site ESS and Smart Steps Preschool programs; assures of attendance accounting information. Composes correspondence; types, formats and processes a variety of records and documents related to assigned activities such as letters, lists, memoranda, reports, requisitions, forms or other materials from detailed or rough copy.

Greets and assists visitors; initiates and receives telephone calls and emails; explains office or program policies and procedures; provide technical information and interpretation concerning policies and procedures of assigned programs; assists parents with student registration for Extended School Services and Smart Steps Preschool programs.

Maintains, audits and reconciles assigned accounts; assembles, matches, sorts, tabulates, checks and posts a variety of financial and statistical program data; reviews, adjusts and assures accuracy of data entries; balances and adjusts accounts.

Monitors account balances and related financial activity for a variety of programs; verifies that allocations are accurate, expenses are within budget limits and fiscal practices are followed.

Monitors inventory levels of program and office supplies; orders, receives and assures adequate inventory levels of supplies; processes product orders.

Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Performs a variety of customer service duties related to assigned ESS program and services; communicates with parents regarding billings, disputes and program policies.

Performs a variety of technical accounting duties in support of accounts receivable functions for the District's Extended School Services and Smart Steps Preschool programs; assures proper processing of related forms, billings, applications and records according to established standards, requirements and procedures; assists in assuring accurate and timely receipt of owed monies.

Processes a variety of fiscal information such as invoices, accounts receivable deposits, credit card payments, auto-pay transactions, childcare verifications and program fees.

Researches, compiles, prepares and revises accounting data regarding assigned accounts; prepares and maintains a variety of auditable financial records, reports and files related to accounts, participant attendance, billing support, income, statements and assigned activities.

Receives, codes and verifies incoming monies; prepare and process receipts; reconcile cash accounts; prepares, receives and processes deposits; checks money totals against receipts and invoices to assure accuracy; reconciles account balances; prepare invoices and arranges for billings as directed.

Receives, opens, sorts and distributes incoming mail; assists in the preparation and dissemination of billing materials and information regarding various programs.

Types and inputs revenue and other financial data into an assigned computer system; maintains automated financial and statistical records and files; generates and distributes computerized reports and financial statements.

**OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Arithmetic computations.

Cash handling and reconciliation.

Data control procedures and data entry operations.

Financial and statistical record-keeping techniques.

General accounting and business functions of an educational organization.

Interpersonal skills using tact, patience and courtesy.

Methods, procedures and terminology used in technical accounting work.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Policies and objectives of assigned programs and activities.

Practices, procedures and techniques involved in the processing of accounts receivable.

Preparation of financial statements and comprehensive accounting reports.

Preparation, review and control of assigned accounts.

Telephone techniques and etiquette.

Use and processing of checks, invoices, pay warrants and related documents.

**ABILITY TO:**

Answer telephones and greet the public courteously.

Assemble, organize and prepare data for records and reports.

Assist in assuring accurate and timely receipt of owed monies.

Check money totals against receipts and invoices to assure accuracy.

Communicate effectively both orally and in writing.

Compare numbers and detect errors efficiently.

Complete work with many interruptions.

Establish and maintain cooperative and effective working relationships with others.

Identify, investigate and resolve financial errors and discrepancies.

Learn District Extended School Services and Smart Steps Preschool program policies and procedures.

Maintain accurate financial and statistical records.

Make arithmetic computations with speed and accuracy.

Meet schedules and timelines.

Operate standard office equipment including a computer and assigned software.

Perform a variety of technical accounting duties in support of accounts receivable functions.

Prepare and evaluate comprehensive accounting reports.

Prepare invoices and arrange for billings as directed.

Receive, verify and process incoming monies and deposits.

Reconcile and balance assigned accounts.

Utilize an assigned computer system to input data, maintain automated records and generate computerized reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent GED supplemented by college-level coursework in accounting or related field and two years clerical accounting experience including work with accounts receivable functions.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's job-related proficiency test.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor/office environment

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

**FLSA Status**

Non Exempt

**Approval Date**

3/01/08, 9/28/17