

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Activities Accounting Specialist

BASIC FUNCTION:

Under general supervision of the assigned site administrator, to perform responsible general clerical and accounting clerical work involved with financial, statistical, and other records of student body, club, and class funds; to assist in a variety of sales and promotion functions pertaining to a student store and student activities; and to do other related work as required.

ESSENTIAL DUTIES:

- Establishes and maintains financial records, accounts, journals, and ledgers, verifies balances, and adjusts financial records on a continuing basis.
- Transacts business for campus student organizations.
- Prepares and submits financial statements and reports to the Business Services Office and to certified public accountants for audit purposes.
- Prepares and files 1099 reports and maintains supporting records and files.
- Receives student body monies, maintains records of receipt, accounts for and maintains cash collections, issues checks in payment of obligations of the student body, prepares bank deposits and reconciles monthly bank statements.
- Prepares monthly and year-end reports.
- Prepares trial balances of student body accounts.
- Maintains fiscal records of student body, club, and class accounts payable and accounts receivable funds.
- Organizes, prepares and maintains procedures for transactions and record keeping for activities such as paid admission events, student body cards, and student organization collections.
- Performs a variety of clerical tasks, including composing bulletins and correspondence.
- Serves as a receptionist and maintains the activity personnel appointment calendars.
- Assists in the facility use process, including the maintenance of a facility use calendar and arrangement for security personnel services.
- Assists in the organization and dissemination of student activity information, including contracts, permission slips, and student elections.

OTHER REPRESENTATIVE DUTIES:

- May open and close accounts.
- May assist in the sale of tickets to student activities and student store goods, materials, and supplies.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods, practices, procedures, and terminology pertaining to financial and statistical record keeping;
- Budgeting practices, including monitoring and control;
- Modern office practices, procedures, and equipment;
- Data management, storage, and retrieval systems, including those specific to accounting;
- District policies, regulations, and guidelines pertaining to the maintenance of student body, club, and class financial records and expenditure control procedures.

Ability to:

- Effectively and efficiently perform responsible general clerical and bookkeeping functions pertaining to a variety of student body, club, and class funds;
- Perform arithmetical calculations with speed and accuracy;
- Prepare complete and accurate financial summaries and reports;
- Skillfully operate standard office machines and equipment;
- Strong interpersonal skills and ability to maintain clear lines of communication between various components of the student body and the administrative staff;
- Demonstrated organizational skills and ability to work within set timelines and schedules;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

MINIMUM QUALIFICATIONS:**Experience:**

Two years of experience performing responsible financial, statistical, and general clerical services.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in accounting, office practices, or other related areas.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:**Environment:**

- Indoor office environment and school environment.
- Frequent interruptions.

Physical Requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and/or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
- Ability to operate a computer, typewriter, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.
- Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.
- Ability to sit for long periods of time, bend, crouch, or kneel to access information from ground level to desk height and/or to assist students; push and/or pull and lift instructional equipment

and supplies; reach in all directions and work at a computer and/or telephone for prolonged periods of time.

- Ability to climb stairs.

Operation of Vehicles, Machinery and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand, and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities
- Ability to learn the procedures functions and limitations of assigned duties