

Glendale Union High School District Job Description

Job Title: Accounting Specialist/Auxiliary Fund Treasurer
Department: Finance
Reports To: Assistant Superintendent for Finance
Prepared By: Personnel Office
Prepared Date: 2001
Approved By: Cabinet
Approved Date: 2001

TERMS OF EMPLOYMENT 12 month contract

SALARY Salary as determined by the classified salary schedule
approved by the GUHSD Governing Board.

SUMMARY To prepare district expenditure disbursements and related tax filings, administer various cash accounts, and provide accounting services to local schools relating to student activity funds, tax credit, athletics and bookstore operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
Other duties may be assigned.

1. Maintains punctual and regular attendance.
2. Prepares weekly expenditure disbursements based on
accounts payable input.
3. Prepares monthly use tax filing.
4. Prepares semi-monthly voucher report for the Governing
Board.
5. Prepares disbursements and record-keeping for district
clearing, food service clearing, surepay and revolving fund cash accounts.
6. Prepares monthly revenue deposits to the county
treasurer.
7. Maintains accounting records for *Institute For The
Support Of Educational Excellence, Inc. (ISEE)*
8. Provides accounting services for Night School/Summer
School registration and billing.

fund (athletics, Uniform	9. Maintains accounting records for district-wide auxiliary tax credits, and bookstore operations) in accordance with the System of Financial Records (USFR).
	10. Oversees local student activity accounting and year-end performed by bookstore managers.
closeout	11. Coordinates and approves all textbook orders.
	12. Attends monthly Assistant Principal for Operations and meetings.
Resources	13. Chairs the monthly bookstore manager's meeting.
Superintendent for	14. Performs other duties as assigned by the Assistant Finance.

SUPERVISORY RESPONSIBILITIES None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Training in accounts payable/receivable practices and procedures. Demonstrates competence in the use of business machines, data input, spreadsheet, database and word processing applications. Must pass district-administered typing test (55 wpm), computer proficiency test (formulate a letter, table and memorandum with no errors) and a district-administered grammar test (spelling and punctuation with 85% accuracy). Education/employment history which reflects regular and punctual attendance. Such alternatives to the above qualifications as the Superintendent may deem appropriate and acceptable.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS
Ability to apply concepts such as discounts, interest, fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

EVALUATION Performance of this position will be evaluated in accordance with the provisions of the Governing Board policy on the evaluation of classified personnel.