

ORANGE UNIFIED SCHOOL DISTRICT

ATTENDANCE ACCOUNTING SUPERVISOR

DEFINITION

Under administrative direction, supervises and participates in performing specialized and technical financial duties in attendance accounting; assigns duties, trains staff; confers with district/county offices, and school site administrators to maintain sound attendance reporting and performs other related functions and responsibilities as required.

DISTINGUISHING CHARACTERISTICS

This position classification requires expertise in complex attendance accounting record keeping, including interpretation of and changes in state law. The job requires the ability to independently analyze, develop, offer alternative problem solutions and coordinate implementation of such solutions to related technical issues and concerns. Individuals are expected to learn or develop systems, procedures and equipment as necessary. The incumbent attends meetings and conferences regarding attendance, working closely with information services and other district departments.

ESSENTIAL DUTIES

- Review, monitor, audit, and supervises the appropriate attendance activities, data, and information in order to compile a variety of monthly and annual district-wide attendance reports as required.
- Supervises the receipt, audit and balancing of reports from school attendance offices, including special schools.
- Monitors class size, enrollment and bell schedule compliance with state legislation.
- Compiles and issues annual attendance calendar.
- Develops and provides in-service training and assistance to school attendance personnel regarding procedures, reports, and changes.
- Supervises and participates in periodic internal audits of attendance record keeping.
- Prepares analytical reports as required for enrollment, contracts, budgets, and other similar areas.
- Assist in the formulation, revision, implementation, and maintenance of computerized record management systems.
- Compiles with appropriate state and federal legislation and regulations.
- Review, analyze, and interpret complex state and federal legislation and regulations.
- Guide, coordinate, and supervise the functions and activities of attendance personnel, including the performance appraisal of attendance technician staff.
- Assists in the coordination of external auditors as related to yearly required auditing of attendance ADA.

QUALIFICATIONS

Knowledge of:

Principles and practices of school attendance accounting and auditing;

Principles of office procedures and systems analysis;

Legal and procedural reporting requirements;

The application of data processing to attendance accounting;

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Correct English usage, grammar, spelling, punctuation and mathematics;
Human relationships in working and communicating with others;
Operation of computers and computer programs.
Safe working methods and procedures.

Ability to:

Plan, organize and control a large school district attendance system;
Formulate and carry out recommendations regarding attendance processes;
Read and interpret a volume of technical, legal, and professional literature;
Compile and analyze financial and statistical data;
Communicate and work effectively with administrative, instructional and operating personnel;
Take responsibility for accuracy of work completed;
Organize, coordinate, and perform technical and specialized attendance functions and activities;
Review, analyze, and interpret attendance reports/documents;
Interpret and apply legal mandates, policies, regulations, and operational guidelines to complex attendance control processes;
Prepare comprehensive and concise oral and written management reports;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships;
Supervise, train, and evaluate the work of support personnel.

PHYSICAL DEMANDS

This position classification performs light work that involves sitting a major portion of the time, but does require walking and standing for periods of time. Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required. Individuals in this class require vision (which may be corrected) to read small print, accurate perceiving of sound, dexterity in working with business machines, materials, and objects.

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the position.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of successful, increasingly responsible experience in school attendance accounting or closely related field (college degree desirable but not required). Two years of college training in Accounting or a related field may substitute for one year of experience, to a maximum of two years.

Successful comprehensive school district attendance accounting experience, including familiarity with the California Education Code and other state laws governing school finance may substitute for college level training.

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Education:

High school graduate supplemented by some college level training in accounting, budgeting and/or business administration.

Skills

Keyboarding 35 words per minute.

Proficiency in use of calculator, adding machine, computer systems including school attendance accounting, spreadsheet and word processing software.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.

Work Environment

The noise level in the work environment is usually quiet.

Other

Incumbents of positions in this class may be required to use a personal vehicle in the course of employment, and may be required to attend periodic evening meetings and/or travel within and out of District boundaries to attend meetings. Incumbents may be required to work at a video display terminal for prolonged periods.