

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Adult Education Accounting Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0595	WORK YEAR:	12 Months
DEPARTMENT:	Assigned Adult Education Location	SALARY:	Range 44 Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR APPROVAL: REVISION:	06-01-10

BASIC FUNCTION:

Perform diverse, financial duties related to fiscal and operating reports, documents, and records; perform federal financial aid work including responsibility for the packaging, certification, Pell grant disbursement, reconciliation, record keeping, coordination, compliance, and reporting of student financial aid.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are characterized by the wide latitude given for independent judgment and initiative for resolving problems within a major area of responsibility. The technical nature of the job requires an overall understanding of federal financial aid.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Assist with development of accounting data and reports which reflect accounting formation for revenue and expenditure of funds for financial reports and student loans; prepare accurate financial reports and files, and assure fiscal compliance; assist with in-service training of personnel working with financial aid and attendance records. **E**

Advise and assist students and the public regarding financial aid issues; assist students with completing the financial aid application process; responsible for the review and verification of financial aid applications; maintain financial aid supply of forms for campus, and order additional forms when needed. **E**

Verify the accuracy of documents and the consistency of data from needs analysis processor, federal tax returns, financial aid transcripts verification document, and student information; perform data analysis to identify discrepancies in data, and determine action for resolution. **E**

Request additional information for incomplete or inconsistent applications to perform accurate needs analysis; input information, changes, corrections, or new awards into computer database. **E**

Process applications according to federal guidelines or regulations; perform needs analysis calculations according to established guidelines; determine eligibility and appropriate award donors, adjustment changes, and/or corrections; authorize tuition fees and bookstore vouchers. **E**

Deny financial aid if ineligible; review and determine student eligibility for appeals, special circumstances, and dependency override request. **E**

Prepare Pell distribution reports, and maintain data necessary to prepare monthly student disbursements; balance and resolve discrepancies in disbursements. **E**

Prepare beginning and ending asset balances of Pell grant distributions and student loans; make necessary adjustment entries; index and file bills, vouchers, and other documents related to financial aid; process Pell grant disbursement every six weeks; process Return of Title IV Funds (R2T4) calculations when a student withdraws. **E**

Answer questions, inquiries, or requests of students, lenders, guarantee agencies, or staff in person, in writing, or by telephone regarding financial aid eligibility and awards. **E**

Systematically take an actual physical check of student files; audit the accuracy of student attendance; participate in the annual audit of student records. **E**

Maintain records and processes of all changes regarding student loans; compile monthly and yearly reports showing Pell grant activity, student loans, and other required information. **E**

Maintain comprehensive knowledge of federal financial aid program regulations, policies, and procedures. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Independently compose memos, letters, or other materials; maintain various statistical records and reports related to assigned activities; conduct research, and perform special projects; may operate a vehicle to conduct work; lift light objects. **E**

Perform detailed and accurate computer functions using the finance system; operate and understand system functions related to assigned duties, as well as other adult education specialized software applications. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years experience in a financial aid processing environment, or complex clerical financial or accounting work.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver’s license. Overall scores in computer software testing program preferred as follows:

- Keyboarding50 Correct WPM
- Word..... 75% Overall Score
- Excel or Access 75% Overall Score
- General Accounting or Bookkeeping70% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods and practices of financial record keeping.
- Financial statement and general accounting control procedures.
- District policies and procedures related to assigned function.
- Applicable sections of State Education Code and other state and federal laws.
- Operation of a computer, related software, and standard office equipment.
- Automated processing and current financial aid software, such as ED-Express, EDConnect, R2T4, National Student Loan Data System, Common Origination and Disbursement (COD), U.S. Department of Education G5, Automated Student Access Program (ASAP), and Microsoft Office applications.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Learn the federal regulation on Pell Grant Financial Aid.
- Learn the Sacramento City Unified School District's budget coding system.
- Perform computational tasks with speed and accuracy.
- Understand and carry out difficult oral and written instructions.
- Learn laws, regulations, and policies governing attendance accounting.
- Learn and interpret rules, regulations, policies, and procedures regarding student financial aid.
- Maintain, analyze, and interpret records, documents, and reports; prepare accurate and complete summaries and reports.
- Post financial data to journals and ledgers.
- Reconcile discrepancies in bookkeeping figures against financial documents.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Prioritize work to meet schedules and timelines.
- Operate a computer, related software, and standard office equipment (adding machine and calculator).
- Lift light objects according to safety regulations.
- Communicate effectively, both orally and in writing.
- Work effectively with people from a variety of culturally diverse backgrounds.
- Establish and maintain effective, team-oriented, work relationships.
- Analyze situations accurately, and adopt or recommend effective courses of action.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; may drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and 10-key; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

SAMPLE HAZARD:

Occasional contact with dissatisfied or abusive individuals.

APPROVALS:

Robert R. Garcia, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date