



Deer Valley Unified School District

JOB DESCRIPTION

JOB TITLE: **Accounting Clerk I - Payment and Registration Processor
(Community Education)**

JOB CODE: **3-3012**

Position Type: Classified	Department: Community Education
Salary Schedule: Classified	Reports to: Manager (Community Education)
Salary: Range 18	
Term of Employment: 12 months	Date: November 18, 2013
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Manages student, parent and staff information for registration, payments and collections. Assists in clerical functions of department.

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.

ESSENTIAL FUNCTIONS:

- Maintains accurate and current accounting and registration records.
- Collects tuition and ensures that the deposits are properly prepared and deposited at the bank weekly.
- Demonstrates the ability to be flexible, adaptable, multi-task, and operate in a team environment.
- Communicates and works with parents, students, staff and community providing general information and customary courtesy.
- Communicates with parents and district staff regarding invoices, payments and solutions to problems.
- Adheres to department procedure of returning phone calls, emails and correspondence within 24 hours.
- Prepares records, maintains and distributes appropriate forms, reports, records and other items from a variety of specified sources.
- Prepares vouchers, invoices, account statements, reports and other records.
- Creates and maintains manual and computerized files.
- Prepares and distributes NSF check notices.

- Registers students into programs and classes; manages the input, maintenance, and reporting of student information rosters. Collects and forwards all student record (blue cards and immunization) transmittals for accurate and complete student record files as directed. Maintains central shared file of same.
- Maintains current knowledge of legal requirements for protecting student information.
- Attends staff meetings as required.
- Greets visitors and provides general assistance.
- Orders, receives, and distributes supplies as may be needed.
- Computes, prepares, and monitors financial records and budget as directed. May participate in budget development.
- Verifies and posts details of business transactions such as funds received and disbursed, and totals accounts such as DES and scholarships.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Must have general office machine operations skills.
- Must have accounting and record keeping skills.
- Must have general clerical skills including keyboarding, filing etc.
- Ability to receive and understand directions.
- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

- Knowledge of the principles and practices of service contract administration, purchasing methods and procedures; accounting principles and practices and cost analysis.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or General Education Degree (GED).
- Three to six months related experience and/or training, preferred.
- Equivalent combination of education and experience.
- Experience in Activenet, preferred.
- Experience with Microsoft Office programs, preferred.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to create, proofread and edit departmental publications.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must be able to occasionally lift up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.