

<p style="text-align: center;">BENICIA UNIFIED SCHOOL DISTRICT <i>Classified Management/Confidential Job Description</i></p>

SENIOR ACCOUNTING & ATTENDANCE ANALYST

PRIMARY FUNCTION

Under the direction of the Chief Business Official, or his designee, performs professional-level accounting and attendance work in accordance with prescribed accounting and attendance systems and district policies, state and federal laws and generally-accepted accounting practices; assists in planning, organization, and development of the financial and attendance accounting and budgetary services for the school district; assists in the year-end closing process; performs technical accounting and attendance work including the preparation of enrollment, attendance and financial reports; monitors and assists with the supervision of attendance clerks at the school sites and the processing of the heavy volume of district complex record analysis activities relative to the district's Student Information System (SIS) including, but not limited to, student attendance, records, and schedules; and performs related work as assigned.

TYPICAL DUTIES AND RESPONSIBILITIES

- Reviews, analyzes and prepares enrollment and attendance records and reports.
- Plans, organizes and implements computerized solutions as it relates to attendance for K-12 California public schools.
- Assists the principals with monitoring and supervising Attendance Clerks.
- Completes all state reports related to student information and attendance on time and accurately.
- Provides second level system support for student attendance related issues.
- Develops and implements procedures and policies to ensure student attendance data integrity at the District and site level.
- Makes verbal and written presentations to Administrators, Teachers and Clerical Personnel.
- Responds to information inquiries from internal and external customers; answer questions regarding student system issues.
- Plans, organizes, implements and monitors a year-round attendance calendar that would include instructional and business requirements.
- Assists with the design and development of systems and programs to support an automated attendance taking and reporting process.
- Develops and implements policies and procedures consistent with Ed. Code to facilitate attendance taking and reporting.
- Conducts year round training for Attendance Clerks, Administrators and Teachers.
- Conducts attendance audits at each site; design and develop an audit reporting process to communicate results to site and central office administration.
- Analyzes SIS audit findings to identify and isolate the under lying cause(s) of errors; reports findings to appropriate district personnel; and provides training on correct processes when necessary.
- Coordinates with site administrators and assists District attendance in maintaining accurate Student Information relating to demographics, attendance, and scheduling.
- Provides training to various departments (including software use, data collection, best practices, etc.).

- Performs longitudinal analysis of student data including the calculation of attendance, absenteeism, graduation and dropout rates based on race/ethnicity, grade levels, socio-economic levels, and other factors as requested by district office personnel for use in financial planning, i.e. Local Control and Accountability Plan (LCAP Funding).
- Compiles district attendance data for the completion of required District, State and Federal reports.
- Collects and analyzes data as needed for various district and state departments.
- Collaborates with district personnel to develop new processes/procedures to streamline existing practices.
- May assist in processing help requests and problem reports (via phone, email, ticketing systems, etc.), evaluating problem reports to determine their veracity and assists users in correcting errors or educating users in the proper procedures and processes to follow for multiple systems.
- May assist registration personnel in the adding of new student records in SIS including being able to identify and explain the minimum required fields that must be populated.
- May assist in various other application/database related maintenance.
- Reviews, analyzes and prepares fiscal records and information for employee negotiations.
- Assists in the preparation, revision, and monitoring of the enrollment/attendance reports, budget, interim reports, negotiation reports, and year-end closing reports.
- Assists school and department staff with preparing and monitoring of attendance records and budgets.
- Compiles data for attendance, financial, and negotiations analyses and forecasting.
- Reviews attendance, revenues and expenditures for correct classification.
- Performs duties in compliance with federal, state, and local regulations.
- Assists in preparing and submitting federal, state and local reports.
- Supervises and trains assigned business office personnel.
- Performs internal audits and assists external auditors for the annual district audits.
- Provides technical direction and accounting assistance to district staff on attendance and accounting reporting.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Knowledge Of:

- School enrollment and attendance operations and systems.
- Principles and techniques of bookkeeping and attendance/financial accounting including general ledger, fund accounting, program accounting, attendance accounting, subsidiary ledger management and data processing.
- Data processing principles and concepts as it relates to data integrity, data reporting, and data collection workflows.
- Budget preparation and maintenance for school district operations.
- State, federal, and local regulations for school district operations.
- Principles of the California Education Code, Administrative Code, and the California School Accounting Manual
- Computerized accounting functions and system, including a thorough understanding of Microsoft Excel.
- Principles of the collective bargaining process.
- Effective strategies for personnel supervision and training.

Ability To:

- Apply the principles of school district enrollment and attendance accounting.
- Apply the principles of school district budgeting, auditing, and accounting.
- Develop and write attendance and accounting procedures and protocols.
- Provide financial analyses and interpret statistical data, and evaluate recordkeeping systems.
- Implement new systems as necessary and/or required, and offer support and training to district staff.
- Manage and use time effectively, and communicate clearly, and concisely, both orally and in writing.
- Establish, maintain, and foster positive working relationships with those contacted in the course of work.
- Operate standard business office machines, including, but not limited to calculator and computer.
- Possess, or obtain, a valid, California driver's license.

EDUCATION AND EXPERIENCE

A four-year university degree from an accredited University. Experience may be substituted for up to two years of education. Student Information Systems background or experience with strong analytical, verbal and written skills required.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that a person holding this position must perform in carrying out essential job functions. Reasonable accommodations may be made to enable a person with a disability to perform the essential job duties.

- Sufficient vision to read printed material, and identifies and distinguishes objects.
- Sufficient hearing to hear conversations in person and on the telephone, and hear sounds clearly up to 5 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups.
- Ability to exert up to **10** pounds of force to lift, carry, push, pull, or otherwise move objects.
- Occasional or frequent standing, walking, sitting, or reaching for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate office equipment, and move about the work area and between work sites.

Board Approved: 10/21/2021 Salary Range- Classified Management 30