

CENTRALIA SCHOOL DISTRICT
6625 La Palma Avenue, Buena Park, CA 90620

CLASSIFIED JOB DESCRIPTION

JOB TITLE

Child Development Account Technician

JOB DESCRIPTION

Under the direction of the School Readiness/Child Care Coordinator, performs a variety of clerical accounting duties in support of assigned District Child Development accounts. Record keeping including maintenance, account reconciliation and using considerable decision-making abilities.

POSITION IN THE ORGANIZATION

Reports to: School Readiness/Child Care Coordinator

Salary: Child Care/Preschool Salary Schedule: Range 20

SPECIFIC RESPONSIBILITIES

- Posts, checks, balances and adjust individual family accounts
- Counts monies; prepares records of cash, forwards monies to Business Office according to approved procedures
- Computes and checks paid program accounts
- Prepares monthly statements
- Maintains individual accounts for before/after school programs
- Maintains subsidized files and correspondence with outside funding agencies
- Maintains contact with outside funding agencies to modify and clarify reimbursement payments and resolve discrepancies
- Maintains and reviews the Child Development Department budgets for accuracy; initiate transfers as appropriate
- Compiles and distributes monthly invoices for before and after school programs
- Analyze accounts and assists in the preparation and revision of budgets
- Prepares purchase orders and reviews all purchases for multiple schools for programs within our department
- Places orders to replenish inventory for Child Development Department
- Prepares mileage and reviews for accuracy before submitting to Business Office
- Maintains budgets related to income, expenditures, and encumbrances for the Child Development Department
- Prepares and maintains financial records for department audit purposes
- Schedules and budgets field trips and payment disbursements for all activities in Child Development programs

- Manages yearly close out and assists in preparation of annual budget
- Prepares yearly financial records to families for tax purposes
- Deals with the public regarding questions and concerns related to accounts, registration and other related matters
- Works with outside collection agency to recover any delinquent fees
- Establishes and maintains good working relationships with others
- Participates in workshops and in-services as required
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

TRAINING AND EXPERIENCE

Any combination equivalent to graduation from high school, including or supplemented by courses in bookkeeping and two years of clerical experience including one year in a business office setting.

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Must possess a California Driver's License and must submit to a Department of Motor Vehicles check as required

SKILLS, KNOWLEDGE, AND ABILITIES

- Knowledge of practices and procedures with outside subsidized funding agencies
- Knowledge of methods, practices, and terminology used in financial and statistical record bookkeeping
- Preparation, review and control of assigned accounts
- Perform a variety of difficult clerical and record keeping work requiring exercise of judgment and knowledge of subject matter
- Knowledge and application of computer systems assigned
- Knowledge of modern office procedures and practices, particularly as they apply to financial record keeping
- Ability to post and make arithmetical calculations with speed and accuracy
- Prepare, maintain accurate financial records
- Verify, balance and adjust accounts as necessary
- Compare numbers and detect errors efficiently
- Ability to operate various business office machines
- Ability to perform clerical work with speed and accuracy
- Subject to constant interruption and are in direct contact with the public and employees.
- Ability to prepare and maintain accurate and complete statistical records
- Ability to understand and carry out oral and written instructions.
- Child Development practice and procedures
- Effectively and efficiently perform general clerical accounting functions with constant interruption

- Make accurate mathematical computations
- Manage multiple work assignments in order to meet deadlines
- Communicate effectively orally and in writing

WORKING CONDITIONS

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved.

Board Approved: 6/14/17

RF
Revised 5/2017