

Duty Statement

Accounting Staff

1. Performs specialized accounting, auditing, and monitoring of fiscal data, including related to MAA program. (Codes 1, 15)
2. Plans, schedules, coordinates and participates in the preparation and development of accounting records, reports, and summaries, including those related to MAA program. (Codes 1, 15)
3. May receive money and prepare and post deposits, including dollars generated through MAA program. (Codes 1, 15)
4. Prepares financial data related to the Medi-Cal Administrative Activities (MAA) program. (Code 15)
5. Prepares and inputs fiscal data into the computer, including data related to the MAA program. (Codes 1, 15)
6. May prepare reports pertaining to one or more of the following: revenue, expenditures, attendance, payroll, accounts payable, accounts receivable, and general accounting, including required fiscal data for MAA invoicing process. (Codes 1, 15)
7. Assists with the administration of the MAA program and completes time surveys on quarterly basis. (Code 15)
8. Paid time off including paid lunches, breaks, jury duty, sick, bereavement or vacation leave. (Code 16)
9. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
10. Reviewing school policies, procedures, or rules. (Code 16)
11. Providing general supervision of staff, including supervision of student teachers or classroom volunteers. (Code 16)
12. Evaluation of employee performance. (Code 16)
13. Completing personal mileage and expense claims. (Code 16)
14. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)