



Job Description

Title: Administrative Support Specialist - ESS / LEAPP	FLSA Status: Non-Exempt	Months: 12
Supervisor: Extended Student Services (ESS) Manager	Supervises: N/A	Range: 27
Department: ESS Office	Bargaining Unit: Classified	Approved: 12/19/2019 Revised: 10/12/2023

JOB SUMMARY:

Under the direction of Extended Student Services (ESS) Manager, perform a wide variety of technical accounting duties related to the accurate processing of program billings, attendance and accounts receivable; recording, updating and/or reconciling fiscal information; and providing instructions and/or accounting support to other personnel in accordance with established financial practices for ESS and LEAPP/State Preschool programs; maintain and document data for a variety of grants and government alternative payment programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the ESS/LEAPP/State Preschool program managers by providing feedback in the preparation, analysis and alignment of the program's budget including assigned tuition and grant budgets to keep remaining balances positive, review budgets to ensure correct charges for staffing and for grant spending compliance.
- Maintain student/parent data in computer billing program for all tuition based ESS and LEAPP/State Preschool family accounts, including producing statements, crediting or debiting accounts as necessary, posting program charges, monitoring past due accounts, collection of returned items on accounts, and provide communication to responsible parties of said accounts.
- Monitor account balances and related financial activity for a variety of programs (e.g., ESS, ASES Grant, Tuition Programs, LEAPP/State Preschool, County Alternative Payment Programs, on-line direct deposits); ensures allocations are accurate and expenses are within budget limits and/or fiscal practices and information is reported directly to the program manager.
- Maintain, audit, and reconcile assigned accounts; assemble, match, sort, tabulate, check and post a variety of financial and statistical program data; review, adjust and assure the accuracy of data entries; balance and adjust accounts.
- Respond to verbal and written inquiries from a variety of sources; resolve problems, provide information, and/or refer to appropriate personnel.
- Collaborate with site personnel on attendance accounting procedures and system; ensure the accuracy of attendance accounting information; communicate program specifics in the absence of Extended Student Services Manager.
- Maintain a wide variety of manual and electronic financial information, files, and records (e.g., participant attendance, billing support) provide an up-to-date reference and audit trail.
- Assist in registration documentation of all ESS and LEAPP/State Preschool Programs (i.e. annual registration packets, various non-school day/week camp forms, monitors district website for ESS and LEAPP/State Preschool)
- Input and submit data for authorization, and rectifies purchase orders established for the operation of ESS and LEAPP/State Preschool Programs including program purchases, outside vendors, set up of offsite activities.
- Creates, types, and inputs a variety of accounting and financial data into assigned computer systems, including current program billing; maintains supporting documents and other electronic and manual files as needed.
- Maintain and inventory supplies and equipment.

- Reconcile financial deposits to all ESS and LEAPP/State Preschool programs using a deposit recap system by receiving, verifying, and crediting family ledgers.
- Receive, code, and verify incoming monies; prepare and process receipts; reconcile cash accounts; prepares, receives, and processes deposits; check money totals against receipts and invoices to assure accuracy; reconcile account balances; prepare invoices and arranges for billings as directed.
- Deposit monies to current program bank and send audited breakdown of account credits to district business office.
- Verify month's credits and debits through bank statement and forward information to business office.
- Research discrepancies of financial information and/or documentation to ensure accuracy and adhering to procedures prior to processing bank deposits.
- Process a variety of fiscal information (e.g., childcare verifications, program fees, alternative payment documentation; update information and/or ensuring compliance with accounting requirements and as needed through parent request.
- Participate as requested in annual audit of monies deposited to program as well as, district audits regarding grant program compliance; Assist external auditors and LUSD business office by compiling requested records and coordinating various audit activities; provide required information to address audit requirements.
- Type and input revenue and other financial data into an assigned computer system; maintain automated financial and statistical records and files; generate and distribute computerized reports and financial statements.
- Research, compiles, prepare, and revises accounting data regarding assigned accounts; prepares and maintains a variety of auditable financial records, reports and files related to accounts, participant attendance, billing support, income, statements and assigned activities.
- Greets and assists visitors; initiates and receives telephone calls and emails; provide technical information and interpretation concerning policies and procedures of ESS and LEAPP/State Preschool assigned programs and information on alternate pay options.
- Operates a variety of office equipment including a calculator, computer and assigned software.
- Communicate with personnel, parents, vendors, and various outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns.
- Attend and participate in a variety of meetings and in-service training; provide meeting updates and documentation to program support staff.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

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. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- General accounting, budget, and business functions of an educational program.
- Preparation, review, and control of assigned budgets and accounts.
- Applicable laws, codes, regulations, policies, and procedures of assigned program.
- Financial and statistical record-keeping techniques.
- Telephone techniques and etiquette.
- Preparation of financial and accounting reports.
- Preparation, review, and control of assigned accounts.
- Data control procedures and data entry operations.
- Policies and objectives of assigned programs and activities.
- Use and processing of checks, invoices, pay warrants, and related documents.
- Cash handling and reconciliation.

- General accounting and business functions of an educational organization.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Modern office practices, procedures, and equipment.
- Arithmetic computations.

Skills/Ability to:

- Perform a variety of technical accounting duties in support of accounts receivable functions.
- Receive, verify, and process incoming monies and deposits.
- Assist in assuring accurate and timely receipt of owed monies.
- Utilize an assigned computer system to input data, maintain automated records and generate computerized reports.
- Maintain accurate financial and statistical records.
- Learn District ESS and LEAPP/State Preschool program policies and procedures.
- Prepare and evaluate comprehensive accounting reports.
- Check money totals against receipts and invoices to assure accuracy.
- Prepare invoices and arrange for billings as directed.
- Answer telephones and greet the public courteously.
- Identify, investigate, and resolve financial errors and discrepancies.
- Assemble, organize, and prepare data for records and reports.
- Compare numbers and detect errors efficiently.
- Reconcile and balance assigned accounts.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Operate standard office equipment including a computer and assigned software.
- Complete work with many interruptions.
- Make arithmetic computations with speed and accuracy.
- Meet schedules and timelines.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED supplemented by college-level coursework in accounting or related field.
- Two years clerical accounting experience including work with accounts receivable functions.

Licenses and Other Requirements

None specified.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office Environment.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.