



Fremont Union High School District

Position: Employee Support Specialist

Department/Site:	District Office	Range:	114
Reports to/ Evaluated by:	Director of Business and Property Services	Work Year:	245
		Months:	12

Summary of Basic Functions & Responsibilities

Under the supervision of the Director of Business and Property Services provides a variety of employee relation's support and service to employees in the form of new employee orientation, support for internal training, committees, and conferences. Schedules, coordinates, assist, and provide orientation on employee relations topics to small groups of employees engaged in decision-making processes. Monitors retiree benefits for all district retirees. Performs varied and complex technical accounting duties associated with processing and completing accounting transactions. Consolidates attendance reporting, ensuring school site attendance data maximizes reimbursement for the District. Maintains District attendance records and prepares a variety of county and California State Department Education reports in accordance with California Education Code. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Coordinates and provides new employee orientation on policies, procedures, and other conditions of employment as well as the District's objectives and philosophy of delivery of service.
- Presents orientation modules that include but are not limited to sexual harassment and reporting procedures, child abuse reporting, work-related uses of information technology, employee assistance programs, CSEA/FEA membership, employee handbooks, explanation of paychecks and benefits, physician pre-designation, uniform complaint procedures, and uniform precautions.
- Conducts training of District and site-based staff in the District's substitute calling system.
- Assures that attendance for orientations and training is recorded. Prepares and distributes reports of orientation and training activity and attendance.
- Prepares materials, and edits handbooks, manuals, and other materials used in orientations and training. Maintains an up-to-date library of these and other resources.
- Conducts periodic informational meetings at District sites on topics relating to employee handbooks, procedures, rules, and District-wide activities.
- Participates in special projects including those for determining work calendars and financial studies.
- Performs complex technical accounting duties related to assigned accounting areas such as, but not limited to, miscellaneous accounts billing and accounts receivable, petty cash, for reimbursable expenses, and current expense charges to accounts. Sets up, monitors, and maintains assigned accounts.
- Administers special accounts including, not limited to, retiree benefits. Analyzes and processes accounts payable and receivable transaction linked to these accounts.
- Participates in preparing and processing journal entries and account balance corrections. Initiates transfers of account line items as necessary.

- Prepares a variety of reports for District use and those required by external agencies. Audits and reports on attendance and related financial and statistical data.
- Prepares consolidated attendance reports use for State reporting. Receives attendance data from school sites. Audits and consolidates data and prepares accessible backup documentation.
- Reviews and reconciles attendance data provided to the District office by school sites and other offices matching student enrollment for all educational programs. Edits and revises data after reconciliation. Generates information, statistics, and reports as requested according to established time lines. Assists auditors and Administration for data as necessary.
- Prepares and maintains a variety of internal reports (ADA), county reports ADA/enrollment and State reports (District ADA). Establishes data collection schedules. Consolidates and summarizes data to comply with mandated formats.
- Prepares and submits reports for approval, ultimately to external agencies on changes in schedules, attendance reporting procedures, illustrating how they comply with mandated attendance reporting requirements.
- Provides support to staff at school sites on attendance accounting, including new procedures.
- Monitors retiree benefit accounts for management (i.e. Healthcare Reimbursement Account and 403B).
- Prepares disbursement to providers (annually and monthly) and processes recurring claims.
- Reconciles accounts on a monthly basis and communicates with providers and retirees as necessary.
- Maintains retiree benefit files, including spreadsheets and invoices retirees as necessary.
- Assists in data collection for actuarial study for GASB 45.
- Responsible for invoicing sties and outside groups.
- Audits and distributes A/P warrants.
- Audits journal entries, cash transfers, cash receipts.
- Receives payment for A/R and posts into database.
- Prepares A/R report and monthly and accrues at year-end.
- Monitors use of facility accounts receivable. Follows applicant process from origination to scheduling, through to billing and satisfaction of accounts receivable.
- Provides administrative support to projects and special assignments that require getting information and cooperation from other departments and vendors.
- Monitors use of school site facilities accounts receivable. Follows applicant process from origination to scheduling, through to billing and satisfaction of accounts receivable.
- Monitors and controls expenditures for assigned accounts. Processes and charges expenditures to the proper accounts.
- Monitors and reconciles revolving cash accounts used for disbursing funds to meet urgent needs.
- May prepare correspondence relating to assigned responsibilities.
- Assists external auditors as requested in reviewing he District's financial records, reports and transactions.
- Participates in year-end closing procedures for assigned accounting areas.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires a working knowledge of the principles, practices, and terminology of financial and statistical record keeping and accounting data entry practices.
- Requires an in-depth knowledge of governmental and fund accounting procedures for accounts payable, accounts receivable, and disbursements.
- Requires the in-depth knowledge of attendance recording and reporting requirements and formats, including State and District attendance reporting procedures and regulations.

- Requires a working understanding of applicable District policies and procedures and State Education codes applicable to area of assignment.
- Requires in depth knowledge of computer-aided accounting systems to maintain accounts, enter accounting transactions, and extract detail and summary information.
- Requires a working knowledge of office clerical procedures and computer-aided office productivity software.
- Requires sufficient writing skills to prepare basic business correspondence, accounting instructions, and account footnotes.
- Requires sufficient math skills to compute totals, extensions, portions, ratios, quotients, and percentages.
- Requires working knowledge of employer policies and procedures, employee benefit programs, and communications channels.
- Requires sufficient human relations skills to deliver subject-specific training using established materials and formats, convey procedural information to others, participate in confidential discussions, and exercise patience in dealing with a diverse population.
- Familiar with the California School Accounting Manual as it relates to Standardized Account Code Structure (SACS).

Abilities:

- Requires the ability to learn, interpret, explain, and apply federal, state, and District policies, regulations, and special terminology.
- Requires the ability to interpret District and State policies and codes that relate to attendance and other accounting programs.
- Requires the ability to maintain accurate and retrievable files, records, audit trails and trace transactions to original entries.
- Requires the ability to perform accounting and general math computations quickly and accurately.
- Requires the ability to organize and prioritize work to meet deadlines and timetables. Requires the ability to work cooperatively with individuals and work teams within and outside the department, including vendors.
- Requires the ability to access and use a computer, common office productivity software, and specialized accounting software to access databases.
- Requires the ability to properly handle difficult, sensitive, and confidential situations and materials.
- Requires the ability to work productively and cooperatively with others of diverse cultural and socio-economic backgrounds.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- The position requires the equivalent to an Associate's Degree in business or accounting and 2 years of progressively responsible experience in accounting, payroll, or benefits. Additional experience may substitute for some higher education.

Licenses & Certificates:

- May require a valid driver's license. Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a District Office environment subject to constant interruptions.