

ATTENDANCE ACCOUNTING TECHNICIAN

DEFINITION

Under the direction of the Director of Fiscal Services, performs specialized technical financial duties in attendance accounting, assigns duties, trains staff, confers with district/county offices and school site administrators to maintain sound attendance reporting; performs other related functions as directed.

ESSENTIAL DUTIES

appropriate English usage, spelling, grammar, punctuation, and mathematical concepts; standard office machines and equipment, including 10-key calculator, and computers, including various software, e.g. Excel and Word; student attendance technical report preparation and internal audit processes; operational procedures and policies, rules, regulations, and legal

