

### ATTENDANCE ACCOUNTING SPECIALIST

| **Reports to:**  | Director, Admissions & Records/RegistrarAssistant Registrar |  |  |
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| **Dept:** | Admissions & Records | **Range:** | 24 |
| **FLSA:** | Nonexempt | **EEO:** | Technical and Paraprofessional |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, provide technical expertise, reports and analyses to administration, management and outside agencies regarding District apportionment and student statistics; inter­pret and verify statistical and course data with various departments; provide technical guidance and advice to faculty and staff to ensure Title V and state education code compliance with atten­dance accounting and grading policies and procedures; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Develop, implement and monitor attendance accounting procedures to ensure accurate data for the college's apportionment funding and statistical reporting, including the course char­acter­istics file, grade requirements, posting and changes, positive attendance require­ments and status, and course data on adds, drops, reinstatements and incompletes; develop and main­tain rosters including grade, opening day, positive attendance, census and drop.
2. Compile information for state and federal attendance reports; develop and complete enrollment tracking reports, including head count, full-time equivalent students and yearly comparisons; respond to online surveys and other requests for attendance information; provide specialized student statistic, apportion­ment and other reports as needed; meet with and provide technical assistance to report auditors as required.
3. Completes the CCFS 320 Apportionment Attendance Report and supplemental report; prepare annual audits related to admissions and records.
4. Monitor the scheduling of all program courses to ensure compliance with the academic calendar; monitor, interpret and determine inaccuracies in instructor course master files; initiate proper corrective procedures.
5. Determine and modify data criteria and run controls required to support accurate accounting apportionment, grading and statistical reporting; test any planned improvements to com­puter-based or manual processes to ensure accuracy and effectiveness.
6. Facilitate in-service meetings on attendance accounting procedures, apportionment funding, rosters and web services; provide guidance, technical assistance and training to faculty and staff regarding grading policies and procedures; establish timelines in order to process and review the accuracy of attendance practices.
7. Provide faculty and other staff procedures for recording and reporting attendance and grades; handling of online census certification processes and collection of rosters; assist instructors with enrollment issues.
8. Prepare memoranda, report and analyses related to students, enrollment, and attendance.
9. In cooperation with functional analyst and AIS, assist in testing of module patches, fixes and updates in the test database to ensure proper functioning of the revised system and proper integration with system; participate in functional end-user testing and check system integrity and integration prior to release to the production environment; test and model the results of system set up to determine appropriate functionality; make recommendations for system changes/corrections as necessary.
10. Assist with special projects such as system upgrades and system implementations; research changes for potential problems and suggest solutions.
11. Provide training to end users, primarily faculty, on the use of applications; meet with users to provide information on system changes and address questions or issues.

### OTHER DUTIES:

1. Assist the Director in a variety of support duties; keep the Director informed about state and federal changes pertaining to admissions regulations and attendance accounting proce­dures; assist in planning and coordinating data process support services for enrollment and attendance tracking.
2. Serve as a resource person to Academic Information Services programmers regarding correct data elements; initiate requests for programming changes; work with staff in Institu­tional Research to provide resource data as needed.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

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1. Student attendance accounting/reporting procedures at the community college level.
2. Applicable sections of the state education code, especially Title V, and other applicable laws.
3. Advanced knowledge of the Attendance Accounting Manual.
4. Modern office practices, procedures and equipment.
5. Recordkeeping techniques.
6. Basic math.
7. Interpersonal skills using tact, patience and courtesy.
8. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
9. Safety policies and safe work practices applicable to the work.
10. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.

### ABILITY TO:

1. Prepare, analyze and maintain detailed and comprehensive attendance, statistical and narrative records and reports.
2. Interpret and apply complex laws, regulations, policies and procedures related to student attendance accounting.
3. Type narrative and statistical information accurately.
4. Learn to interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
5. Operate a computer and use appropriate software, including PeopleSoft and Access.
6. Plan and organize work.
7. Meet schedules and timelines.
8. Analyze situations accurately and adopt effective courses of action.
9. Work confidentially with discretion.
10. Train and provide work direction to others.
11. Communicate effectively, both orally and in writing.
12. Understand and follow written and oral instructions.
13. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
14. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from an associate degree program with coursework in mathematics, statistics or accounting, and at least one year of related experience; or an equivalent combination of train­ing and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Work direction to student workers and/or temporary staff.

**CONTACTS:**

District administrators, faculty, staff, students, other college and community organizations, vendors, contractors and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 20 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and interruption and inter­mittent exposure to individuals acting in a disagreeable fashion. Occasional evening, week­end and/or holiday hours are required on an as-needed basis.