

JOB DESCRIPTION

Title:	Special Education Accounting Technician (Classified)	Reports To:	Director of Special Education
Department:	Special Education	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	Full-time	No. of Work Days:	261 Days
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description
Salary Schedule:	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Principal/Assistant Principal <input type="checkbox"/> Certificated District Office Management <input type="checkbox"/> Classified District Office Management <input type="checkbox"/> Certificated Coordinator <input type="checkbox"/> Classified Coordinator <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Psychologist/Behavioral Specialist </div> <div> <input type="checkbox"/> Confidential <input checked="" type="checkbox"/> CSEA 27 – Range 35 <input type="checkbox"/> CSEA 860 <input type="checkbox"/> AEA 860 </div> </div>		

GENERAL SUMMARY OF DUTIES:

The Special Education Accounting Technician performs specialized duties to ensure the District complies with Medi-Cal Administrative Activities (MAA) and Medi-Cal Billing as mandated by the State and Federal Government, to contribute to the efficiency of the Special Education Department. This position provides accounting and other technical support to the Department. In addition, this position will perform administrative tasks as needed in support of the Director of Special Education.

DUTIES OF THE JOB:

This description reflects the principle job elements and is not intended to be an exhaustive list of all required duties, knowledge, or abilities.

- Coordinate as needed assigned projects which include training, auditing time surveys, gathering and compiling data, preparing invoices for reimbursements. *E*
- Coordinate and maintain reimbursement systems in accordance with Federal regulations and requirements. *E*

**E – Essential Function*

- Prepare monthly rosters for all service providers as mandated by the State to provide information for issuance of bills and receipt of reimbursement/revenue for specialized services rendered. *E*
- Coordinate and maintain current information for all Federal and State reimbursement programs. *E*
- Act as liaison for District personnel, providers, administrators and parents of students with special services as needed. *E*
- Under general supervision, perform clerical duties to support special services and/or projects as required. *E*
- Prepare and maintain a variety of records, reports, and files to invoices, purchase orders, budgets and assigned activities; prepare, develop and update a variety of spreadsheets. *E*
- Prepare requisitions for the purchase of office and school supplies and equipment; obtain appropriate signatures; maintain general budgetary records related to purchases. *E*
- Prepare work orders for the Department. *E*
- Prepare employee time sheets for payroll purposes. *E*
- Provide monthly IEP caseload lists to school sites. *E*
- Receive and greet visitors and callers, including students, teachers, administrators, parents and the public; provide information or direct to appropriate personnel. *E*
- Assist the Director of Special Education and office staff as needed. *E*
- Perform related duties as assigned. *E*

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent.
- Two years of increasingly responsible clerical experience.
- Experience working with computers.
- Experience working with basic personal computer software; word processing and spreadsheets.

KNOWLEDGE AND SKILLS:

- Knowledge of accounting/bookkeeping principles and purchasing principles.
- Knowledge of current practices of financial and statistical record keeping techniques.
- Knowledge of billing and reimbursement procedures.
- Possesses basic computer skills: starting up, navigating home screen and understands how applications and data are stored, starting and using applications, using web browser to research information.
- Demonstrates strong customer service skills: clear communication skills, high standard of professional behavior, and ability to set customer expectations and meet them.
- Ability to understand and implement District purchasing procedures.
- Knowledge of organization, rules, regulations, programs and terminology related to Special Education Department.
- Must pass the entry-level EXCEL skills test.

DESIRED QUALIFICATIONS:

- Knowledge of Medi-Cal reimbursement procedures.
- Knowledge of special education federal mandates related to IEP process.

**E – Essential Function*

- Previous experience administering Medi-Cal Administrative Activities (MAA) and Medi-Cal Billing in a California public school district.
- Bilingual desired: Spanish, Chinese or Tagalog.

PHYSICAL REQUIREMENTS:

Frequency Key: None; Occasional; Intermittently; Frequently.

Activity	Frequency		Activity	Frequency
Bend	O		Lift/carry 0-10 lbs	I
Twist	O		Lift/carry 11-25 lbs	O
Squat	O		Lift/carry 26-40 lbs	N
Kneel	O		Lift/carry 41-100 lbs	N
Climb	O		Stand	O
Reach above shoulder	O		Walk	O
Grip/Grasp	O		Sit	I
Extend/Flex Neck	O		Drive	O
Use Right Hand	F		Perform Repetitive Hand Motions	F
Use Left Hand	F		Keyboarding/Mouse Work	F
Ability to See	F		Ability to Hear	F

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

**E – Essential Function*