

## **Killeen Independent School District Job Description**

**Job Title:** Student Activities Technician  
**Department:** Budgetary Services  
**Reports To:** Director for Budgetary Services  
**FLSA Status:** Non-exempt 235 days

### **SUMMARY**

To teach basic accounting to the campus activity fund clerks and to be the responsible party for Activity Fund Accounting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Manages the activity funds held at the campuses.

Provides training and support for activity fund clerks.

Coordinates uploads of campus lunchroom collection journal entries.

Reviews general ledger data for accuracy.

Inspects campus activity fund data for compliance with TEA and District activity fund rules and regulations.

Provides annual activity fund and basic accounting training.

Provides activity fund support for campus personnel.

Assists with Quickbooks training.

Establishes and implements changes to the activity fund manual.

Assists with the annual activity fund audit.

Performs other duties as may be assigned by the Director for Financial Services.

**SUPERVISORY RESPONSIBILITIES** None

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** Associates Degree and one year experience in a related field; or High School Diploma or GED and three years experience in a related field.

**LANGUAGE SKILLS** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

**MATHEMATICAL SKILLS** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations and apply sequential problem solving skills in isolating trouble areas.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; and climb or balance. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, ability to adjust focus, and ability to identify and distinguish color.

**WORK ENVIRONMENT** The work environment characteristics 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.

**Prepared By:** John Paradice, Auxiliary Personnel Specialist

**Prepared Date:** January 15, 2002

**Revised By:** John Paradice, Personnel Services Manager

**Revised Date:** April 3, 2007

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.