



## POSITION DESCRIPTION HASTINGS PUBLIC SCHOOLS

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Student Accounting Specialist	<b>Bargaining Unit:</b> Individual Contract
<b>Department:</b> Administration	<b>Position Classification:</b> Grade 9
<b>Immediate Supervisor's Position Title:</b> Director of Technology and Student Systems	<b>FLSA Status:</b> Non-Exempt
<b>Job Summary:</b>  Under the direction of the Director of Technology and Student Systems, the Student Accounting Assistant is responsible for compiling, entering and verifying student data and information necessary to ensure accurate enrollment and student information; this includes students enrolled in public or private schools within the District's boundaries, open enrollment, non-resident agreements and special placements.	

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none"><li>• Compiles and enters data on students and families within the District's boundaries records and students attending Hasting Schools but live in other districts. Compiles and enters census information into district records.</li><li>• Collects, verifies, and inputs student information required to ensure that the MARSS database is complete and that all students are accurately accounted for and reported to the state and federal agencies to receive appropriate district funding revenue.</li><li>• Updates and verifies information from various district departments including food service and transportation, to ensure appropriate district/department funding is received.</li><li>• Imports information to summarize and prepare specialized reports.</li><li>• Creates, validates and uploads student ID numbers, ensuring that the number assigned is accurate and unduplicated.</li><li>• Processes, codes, and enters all registrations and withdrawals for all schools within the district.</li><li>• Answers questions and issues pertaining to enrollment and MARSS reporting including troubleshooting issues/questions related to the parent portal.</li><li>• Provides support and serves as a resource to building/district personnel in the use and application of the student accounting system.</li><li>• Prepares purchase orders for the Technology Department.</li></ul>
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- Performs other duties of a comparable level or type, as required.
  - a) Attends training sessions, conferences, seminars, district and departmental meetings.
  - b) Keeps abreast of changing developments and issues pertaining to areas of responsibilities.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	<b>less than high school diploma</b>	AA degree (or equivalent combination of education/experience)	
	<b>High school diploma or GED.</b>	<b>Major field of study or degree emphasis:</b>	
	<b>1 year college</b> x <b>2 years college</b>		
	<b>3 years college</b> <b>4 years college</b>		
	<b>1st year graduate level</b>		
	<b>2nd year graduate level</b>	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> <li>• State and federal laws regarding Minnesota Automated Reporting Students System (MARSS) data and reporting</li> <li>• Policies, procedures and protocols of the MARSS including all updates and changes in system content and/or guidelines.</li> <li>• Data privacy requirements and guidelines</li> <li>• Fundamentals of school district organization and programs</li> <li>• MARSS reporting requirements and needs.</li> <li>• Operation of computers and office productivity software/applications (e.g. Word, Excel, PowerPoint, Access, etc.).</li> <li>• Fundamentals of customized software, applications, and productivity software utilized by the district, state or vendors.</li> </ul>	
	<b>Doctorate level</b>		
<b>Required Work Experience in Addition to Formal Education/Training:</b>			
One to three years of prior experience required; or an equivalent combination of education/experience necessary to perform the work.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b>	

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Interpreting and clarifying MARSS laws and policies to ensure district compliance.</li> <li>• Compiling, tracking and securing student data.</li> <li>• Establishing and maintaining effective working relationships with employees, supervisors, department heads, and district administrators.</li> <li>• Applying and using relational databases, spreadsheets or other applications in merging, compiling and summarizing data in reports/tables/charts/graphs.</li> <li>• Compiling, verifying and entering census, student information and other information for MARSS use and submission of MARSS data.</li> <li>• Performing various tasks that require attention to detail, precision and accuracy.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>	
Titles of Positions Directly Supervised	# of Employees
<b>TOTAL</b>	

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

<b>HAZARDOUS WORKING CONDITIONS</b>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Duties are generally performed in a typical school district office setting where there are minimal environmental hazards and risks associated with the performance of assigned duties and tasks.</p>
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>				x
<b>Use hands dexterously (use fingers to handle, feel)</b>				x
<b>Reach with hands and arms</b>		x		
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>	x			
<b>Talk or hear</b>			x	
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>				x
<b>up to 25 pounds</b>		x		
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:**  
Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

## SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**

Prepared 7/2007 by BCC.

Classification appealed 10/2020

Reviewed by Bjorklund 11/2021 – No change in classification

**Date Board Adopted:** \_\_\_\_ 4/2/2008 \_\_\_\_

