

San Diego Community College District

CLASSIFICATION DESCRIPTION

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Job Code: J1900
Original Date: 10/1995
Last Revision: 12/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 19

Title: ABSO Revenue Control Assistant

Unit: Office Technical

DEFINITION

Under the direction of an assigned supervisor, perform one of the following functional areas: independently perform a variety of duties related to either (for the **CASHIERING** Function) the accurate and timely verification, disbursement, deposit, and safekeeping of all cash funds and non-cash items from various sources; (for the **AUDITING** Function) the centralized cash accountability for all ABSO functions; or (for the **INVOICING** Function) create and maintain ABSO vendor, receiving, invoice, and discrepancy reports and files and resolve routine problems.

= CASHIERING = EXAMPLE OF DUTIES

1. Verify on a daily basis the count of daily cash receipts and sign in verification of count by the ABSO sales/clerical staff; prepare change funds for all registers; prepare vouchers for replenishment of change fund used by "refund" or "buyback" registers; audit and report on change fund. May organize, combine, and forward to central sales audit all sales media.
2. Issue daily working change funds; maintain and verify log of deposits prepared by ABSO sales/clerical staff; verify that all funds/deposits prepared by ABSO sales/clerical staff are deposited in drop safe; verify deposit log to armored pickup depository receipts; resolve verification discrepancies related to deposits prepared by ABSO sales/clerical staff; verify petty cash.
3. Schedule regular and special armored car pickups for site; verify incoming receipts; act as final arbiter for disputed amounts; maintain log record of movement of money bags and cash funds issued by bag number and receipt.
4. Maintain custody of the site (bookstore/food service) change fund, including vendor buy-back and petty cash funds; order and receive all temporary change funds from depository bank; verify and resolve any discrepancies.
5. Prepare sales invoices and establish accounts receivable for the collection or credit of amounts owed to bookstore, cafeteria, or other ABSO area(s); notify ABSO central revenue control personnel of accounts established and client(s) from whom payment is due; credit applicable accounts when payment is received; follow up and contact appropriate agency/individual/vendor to assure timely payment.
6. Set up accounts receivable for returned items, checks, and credit cards, including individual records; initiate correspondence directly with individual to attempt to secure recovery and hold/release of student records; receive and account for payments; waive service charges when appropriate; refer unpaid items for collection when appropriate; determine un-collectable items and recommend write-offs.
7. Prepare all new ABSO employee orientation packets; audit employee-prepared time cards for accuracy and completeness; prepare and process employee payroll documents and "PAS" sheets; maintain all ABSO personnel and payroll records and files.

= AUDITING = EXAMPLE OF DUTIES

8. Compile daily balance summary report from readings of each cash register, deposit data, and cash register void and over-rings summaries; maintain on a daily basis the cumulative total of accounts receivable by department;

maintain on a daily basis the cumulative total of change fund for each site; match copy of deposit slip with daily balance report and daily bank report; and monitor number control of same.

9. Prepare and maintain detailed change fund ledger by site; reconcile site change fund information to cumulative change fund information; prepare accounting documents (journal vouchers and daily cash receipts) to record a variety of sales activities for input to the District's computerized accounting systems.
10. Compile daily cash report from ABSO sales/clerical staff daily sales cash reports for each register; consolidate, match, and reconcile supporting documents to cash register tapes and deposit data (deposit slips, daily bank deposit data); review documents for completeness, proper authorization, and budget number; prepare correcting entries and adjustments for authorization and entry to accounting system.

= INVOICING =
EXAMPLE OF DUTIES

11. Verify invoice pricing, shortages, damages, and split shipments. Edit purchase order receiving information. Verify changes and problem items with vendors and communicate resolutions to stores and buyers. Provide information as requested to District Accounts Payable and/or Purchasing. Answer invoice and payment questions and item detail questions and follow up on issues with vendors and stores. Contact vendors regarding problem books, pricing, and credit memo return issues.
12. Update vendor maintenance files as needed. Maintain vendor relations with over 2500 vendors. Research purchase order, payment, chargeback questions. Resolve and forward paperwork to District bookstore supervisor. Maintain charge backs, resolve returns, replacements, and contact vendors regarding discrepancies.
13. Process daily mail, invoices, credits, and return authorizations; forward checks to DBS.
14. Reconcile vendor accounts regularly and prior to year end. Complete year end reports, and create recap spread sheets for review and submission with bookstore year end paperwork.

= ALL =
EXAMPLE OF DUTIES

15. Train and provide direction to additional temporary ABSO site revenue control personnel during rush or other busy periods; work cooperatively with other revenue control personnel and ABSO accounting personnel in resolution of a variety of cashiering and accounting issues.
16. Maintain inventory of supplies for cashiering, office, and cash registers.
17. Act as liaison for employees and staff with internal departments and/or outside contacts/agencies to resolve questions and problems.
18. Assist auditors as necessary; prepare documentation and respond to inquiries from external auditors.
19. Provide review, analysis, and ledger reports of a variety of sales and accounting areas, including charge sales, returned items, checks, credit cards, vendor credits, and financial aid activity.
20. Prepare comprehensive reports from a wide variety of financial records, bookstore and food service records; maintain a variety of records and files. Maintain cost accounting records and number controls; perform a wide variety of clerical and record keeping functions to support operating sites.
21. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

Basic accounting and bookkeeping practices and procedures.
Modern office practices, procedures, and equipment, including computer hardware and software.
Oral and written communications skills.
Principles of large volume cash handling.
Record-keeping techniques.
Technical aspects of field of specialty.

Skills and Abilities:

Assume responsibility for change fund cash.
Communicate effectively both orally and in writing.
Interpret district policies and apply them to a variety of situations.
Establish and maintain effective working relationships with others.
Learn district organization, operation, policies, and objectives.
Lift up to 25 pounds.
Maintain statistical and financial records and prepare reports.
Meet schedules and time lines.
Operate 10-key by touch.
Perform a variety of arithmetic calculations.
Plan and organize work.
Relate effectively with people from varied cultural and socio-economic backgrounds.
Train and provide work direction and guidance to others.
Understand and follow oral and written directions.
Use accounting and related procedures.
Use computerized information and accounting systems.
Verify count change fund and refund monies (periodically large sums).
Work cooperatively with others.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and three years of experience in either accounting or bookkeeping or one year of large volume cash handling experience. Bank vault teller experience preferred.

WORKING CONDITIONS**Physical Requirements:**

Category III

Environment:

Favorable, usually involves an office. Subject to meeting stringent deadlines for deposits during rush periods.