Vail Unified School District
Job Description

Job Title: Transition Programs Accounting Specialist
Reports To: TSW/VTP Program Coordinator
FLSA Status: Non-Exempt
Classification: Level 10
Approved: February 9, 2021

SUMMARY
Manage all financial aspects of the TSW/VTP programs including preparation and submission of the annual budget to the Rehabilitation Services Administration (RSA), supervision of budget expenses and revenues, preparation of quarterly billings to RSA, and supervision of the TSW/VTP payroll for student-workers. Additional duties include interfacing with community-based employers, purchasing and inventorying supplies and equipment for the TSW/VTP programs, and managing student records for contract and non-contract students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Create and manage accurate financial records for all TSW (Transition School to Work), VTP (Vail Transition Programs) and TSW Student Activity and Auxiliary accounts to include invoicing, requisitions, POs and accounting for District Funds 341 and 528 in accordance with all compliance requirements.
- Manage the expense and revenue control of all line items within Fund 528 (Vail Transition Programs) and Fund 341 line items.
- Prepare and submit annual budget proposals to the Rehabilitation Services Administration to fund the TSW program.
- Prepare and assemble quarterly billings for submission to the Department of Economic Security in consultation with the District Business Manager and TSW Program Coordinator.
- Prepare, record and make TSW/VTP deposits at the District Office.
- Prepare, record, and make Student Activities Account deposits and Auxiliary Account deposits at multiple high school sites.
- Assist students to complete employment-related paperwork (applications, references, payroll packets) and attend required trainings and orientations.
- Assist in time-clock training for TSW/VTP paraprofessionals and TSW/VTP student workers and maintain back-up documentation to support audits of the system.
- Execute payroll editing for TSW classified staff and TSW/VTP student-workers.
- Write beginning and exit PARs for all student-workers.
- Maintain records of all TSW capital purchases and VUSD Capital Asset Tags.
- Maintain inventory records for all equipment and supplies purchased for the TSW program.
• Schedule regular and emergency maintenance for all TSW/VTP program vehicles and manage district mileage logs for the vehicles.
• Generate monthly TSW Activity Logs as required by VR.
• Manage student database to include RSA Requests for Referral, status of referral, employment applications, payroll records, and Individual Plans of Employment.
• Assemble and organize Progress Records for quarterly reports written by TSW Program Coordinator or Transition Specialists.
• Create and monitor student-worker attendance and job performance records at all participating high school sites.
• Assist TSW/VTP Program Coordinator to facilitate meetings among students, VR Counselors, and other school personnel.
• Prepare student files and related materials as required for annual VR audit.
• Transport student-workers to off-campus sites for vocational training, employment, and prerequisite tests/screens for employment such as TB tests and fingerprinting.
• Assist TSW/VTP program paraprofessionals in scheduling necessary trainings and certifications.
• Submit necessary work orders to the Facilities and Maintenance Department for the TSW/VTP program at multiple sites.
• Support TSW/VTP staff and students at district and community wide work sites.

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, skills and/or abilities required.

EDUCATION and/or EXPERIENCE
• At least three (3) years of TSW experience and/or equivalent combination of experience working with students with disabilities including learning, mental, and physical disabilities.

TECHNOLOGY SKILLS
• Ability to use word-processing software.
• Ability to use spreadsheet software.

LANGUAGE SKILLS
• Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and spreadsheets.
• Ability to write routine reports and correspondence.
• Ability to speak effectively to employees of the organization, community-based
  customers, and other community members.

MATHEMATICAL SKILLS
• Ability to add, subtract, multiply and divide in all units of measure using whole numbers,
  common fractions and decimals.
• Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

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.

CERTIFICATES, LICENSES, REGISTRATIONS
None

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit;
use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee
frequently is required to climb or balance and stoop, kneel, crouch or crawl. The employee must
regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include
close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee
encounters while performing the essential functions of this job.
The noise level in the work environment is usually moderate.