

ASB BOOKKEEPER

DEFINITION

Under general supervision, maintains student body financial records; sells items, collects monies and accounts for student and District monies; performs difficult and responsible clerical work; and performs related work as required.

EXAMPLES OF DUTIES

Maintains financial records and transacts business for campus student organizations, the athletic program, publication and sale of the school yearbook and activities such as senior cards, announcements, caps and gowns, and jewelry sales. *E*

Receives money and maintains records of receipts; accounts for cash collections and maintains student body cash collections; issues checks in payment of obligations of the student body and maintains disbursement records; prepares classified and certificated extra pay assignment requests for payroll. *E*

Prepares and maintains periodic financial statements and reports; processes documents involved in financial transactions; posts to ledgers and journals. *E*

Organizes, prepares and maintains procedures for transactions and record keeping for activities such as paid admissions events, sales of publication subscriptions, student body cards, and student organization collections. *E*

Maintains records for Internal Revenue Service regarding payments in wages for services rendered and paid from student body funds; reports on and submits sales taxes received. *E*

Collects fees for lost books, gym equipment, school insurance, and damages to school property; collects money on returned NSF checks and other fines. *E*

Inputs data from source documents. *E*

Reconciles bank statements and balances cash drawers; deposits funds into appropriate accounts and transfers savings funds into higher yield certificates based on established liquidity requirements. *E*

Operates various office machines; composes and types letters and forms. *E*

Controls access to safe. *E*

Clears students participating in co-curricular activities including verification of medical insurance coverage, current physicals, transportation and participation fees, and preliminary check of academic eligibility. *E*

EXAMPLES OF DUTIES (cont.)

Distributes student identification cards. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods and practices of financial record keeping, including bookkeeping procedures;
2. Modern office equipment and procedures; and
3. Business math.

Ability to:

1. Perform financial record keeping and bookkeeping work;
2. Operate a calculating machine and other standard office equipment;
3. Perform arithmetical calculations with accuracy;
4. Operate a typewriter and computer;
5. Understand and carry out oral and written instructions;
6. Establish and maintain effective relationships with those contacted in the course of work;
and
7. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Experience in performing financial or statistical record keeping requiring the maintenance of difficult records and the composition of reports;

or

Experience equivalent to the Intermediate Account Clerk level in the Huntington Beach Union High School District in which the incumbent has acquired the knowledge and abilities listed as minimum qualifications.

WORKING CONDITIONS

Environment:

Office environment; subject to constant interruptions.

Physical Abilities:

Seeing to inspect financial or statistical records; hearing and speaking to communicate with others; sitting for extended periods of time; bending, kneeling and reaching to retrieve and file records; and dexterity of hands and fingers to file and operate office equipment.

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7/94