

STUDENT BODY BOOKKEEPER/HEALTH CLERK

Definition:

Under supervision, to perform bookkeeping and clerical tasks related to the Student Body; provide clerical and other services for the student health program and Athletic Department; and to do related work as required.

Examples of Work Activities:

Receives and issues receipts for funds for various student activity accounts; records financial transactions of the various accounts, using double-entry bookkeeping system; prepares student body purchase orders and writes corresponding warrants; prepares trial balances, bank reconciliations, and financial statements for each fund; prepares periodic financial reports; maintains monthly accounts for each club or division; organizes and carries out the sale of student body cards, yearbooks, cap and gown rentals, prepaid game tickets, sets up cash boxes for all paid functions; maintains record of district departmental requisitions; receives District funds relating to book fines and shop project charges; administers emergency first aid to students; gives routine information in person and by the phone to students, teachers, and public; arranges appointments with the school nurse; arranges for transportation for students to home or hospital; may transport students in own automobile; distributes first-aid supplies; types requisitions; receives and stores supplies; maintains students' health records and supervises clerical assistants; serves as secretary to the Athletic Director.

Employment Standards:

Education and Experience:

The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described; one year of experience in financial record-keeping work; possess a valid California driver's license and be insurable.

Knowledge of:

Basic principles of double-entry bookkeeping; office methods, practices and procedures; first aid procedures and emergency practices.

Ability to:

Perform general clerical work and make arithmetical calculations with speed and accuracy; perform account clerical work, including the preparation of trial balances, bank reconciliations, and financial statements and reports; operate calculating and adding machines and learn the operation of bookkeeping machines; type at a speed of 50 words per minute from clear copy; understand and carry out oral and written directions; establish and maintain cooperative relationships with those contacted in the course of work.