

	ASB BOOKKEEPER	Classified Position Initial Date: September 21, 1994 Board Approval: July 24, 2012 Revision Date: July 24, 2012 Personnel Commission: Range: 44 <i>Pending Personnel Commission</i> Reports to Director, ASB
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To maintain, monitor, and record transactions related to Associated Student Body (ASB) funds; to perform a variety of clerical duties in support of the student activities office; and to assist students in the proper accounting and processing of ASB funds. The employee assigned to this function receives limited supervision within a broad framework of standard policies and procedures. This job class requires knowledge of general bookkeeping and financial record keeping methods and procedures. This job class functions in an independent manner and includes contact with staff, students, and co-workers, exercising tact, discretion, and judgment.

REPRESENTATIVE DUTIES:

- Maintain and monitor ASB bookkeeping transactions and account balances; post to journals, balance accounts, reconcile bank statements; prepare statements and reports; resolve discrepancies
- Communicate with personnel, faculty, administrators, students and various outside agencies to exchange information and resolve issues or concerns
- Perform a variety of responsible clerical support duties; answer telephone, provides information, takes messages, and schedule appointments for Director, ASB; processes mail, duplicate material, type letters and other items, and maintains files
- Assist and train student assistants in proper procedures for processing ASB funds such as preparing purchase orders, cash handling, and preparing bank deposits
- Process cash disbursements; verify proper account coding, record transaction in office records, verify proper authorization, and forward voucher to business office
- Perform various cashier, customer service and inventory duties in the operation of the student store
- Receive monies from student sales; balance cash to receipts, record deposits to appropriate accounts, and prepare bank deposits; process accounts receivable/payable
- Prepare fund transfer request, obtaining authorization, and post accounts
- Place orders for student sales and other items; contact vendors, following up on orders, making delivery, payment and other arrangements
- Establish, maintain, and monitor a variety of ASB lists and records
- Input and update a variety of financial and statistical data in an assigned computer systems; establish and maintain automated records and files; initiate queries, develop spreadsheets assuring accuracy of data
- Operate a variety of office equipment including copier, laminator, computer and assigned software
- Perform related duties similar to the above in scope and function as required

EMPLOYEE STANDARDS:

- Ability to effectively communicate in both oral and written form and knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
- Knowledge of accounting clerical methods, practices, and procedures
- Knowledge of modern office methods and practices

- Ability to read and write at a level sufficient for successful performance of assigned duties
- Skill in learning to operate accurately and to use a computer terminal in the maintenance of records
- Ability to develop complex Microsoft Excel and other computer-based spreadsheet applications that are formula driven
- Ability to learn, interpret, and apply ASB procedures, standards, and requirements
- Skill in preparing accurate financial summaries, statements, and reports
- Ability to perform arithmetic calculations with speed and accuracy
- Ability to type accurately at a rate required for job performance
- Ability to prioritize and coordinate tasks to meet deadlines and priorities
- Ability to operate standard office equipment and office machines
- Ability to quickly identify problem areas of situations and take appropriate actions for resolution
- Ability to establish and maintain effective working relationships with those contacted in the performance of required duties

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above.

- High school diploma or equivalent is required
- Accounting or business courses
- One year of responsible clerical accounting experience
- General clerical or clerical accounting experience beyond one year may be substituted for additional accounting or business courses

LICENSES AND OTHER ROUIREMENTS:

- May require a valid California Driver's License
- May require a pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENTAL CONDITIONS:

- Indoor office environment
- Temperature - normal climate

PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling as assigned by position
- Dexterity of hands and fingers
- Moderate to high stress level

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.