
BRIEF DESCRIPTION OF POSITION:

Under the direction of the site Principal and immediate supervision of the Assistant Principal, maintains a complete set of books on student body accounts including posting, balancing, and reconciling accounts, and preparing financial statements.

MAJOR DUTIES AND RESPONSIBILITIES

- a. Establishes and maintains a wide variety of student body, athletic, and school club accounts; posts cash receipts and payments; audits invoices and prepares checks for payment. **E**
- b. Collects fees and sells student body cards, yearbooks, physical education clothing, tickets to school activities and insurance; receives and counts money, makes change and provides receipts. **E**
- c. Collects fees for Industrial Arts and other classes, testing, and other functions; collects money for lost books and refunds money for found books. **E**
- d. Maintains ticket logs and ledgers on accounts, including posting expenditures, cash receipts, refunds and payments to District; balances statements and prepares bank deposits. **E**
- e. Prepares cash boxes for athletic games, special food sales, fund raisers, and other activities. **E**
- g. Processes bills, requisitions, invoices, checks, and purchase orders. **E**
- h. Follow established procedures concerning the maintenance and processing of ASB accounts and assures conformity to applicable laws and regulations. **E**
- i. Communicates with other District departments and personnel, vendors, booster club members, students, parents, and others to exchange information and facilitate accounting operations. **D**
- j. Prepares a variety of financial and statistical reports and statements related to ASB accounting functions. **E**
- l. Assists in preparing budget estimates as requested; orders supplies and equipment as needed. **D**
- m. Operates a variety of office equipment, including computer and copy machine, 10-key adding machine.
- n. Performs clerical duties such as word processing, excel spreadsheets, operating accounting software and duplicating materials; opens, maintains and updates inventory and related records as assigned. **E**
- o. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge/Skills:

- Methods, practices, and terminology used in bookkeeping and accounting clerical work. Applicable programs, goals, objectives, policies, procedures and laws.
- Modern office practices, procedures, and equipment.
- Interpersonal skills using tact, patience, and courtesy.
- Verbal and written communication skills.
- Financial and statistical record keeping techniques.

Abilities:

- Establish and maintain a wide variety of student body, athletic, and school club accounts.
- Make calculations quickly and accurately.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Plan and organize work.
- Maintain records and prepare reports.
- Work independently with little direction.
- Perform clerical duties such as filing, duplicating and word processing.
- Communicate effectively both verbally and in writing.
- Complete work with many interruptions.
- Read, interpret, and follow rules, regulations, policies and procedures.
- Operate office equipment including calculator, duplicating machine, bill and coin sorter.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years' experience or education in maintaining or reviewing financial and statistical records.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

High school office environment; subject to frequent interruptions, lifting and pushing.