TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Student Body Account Clerk **CLASSIFICATION: Classified**
DEPARTMENT: School Administration

FUNCTION

Under the direction of a principal directs and performs duties relating to class and club sponsored functions and retailing; maintains books of account; and performs other related tasks.

WORK PERFORMED

- Operates student body store, performing tasks of the nature of retailing.
  - recommends inventories to be stocked and ordered, receives marks-up and directs the selling of such items as clothing, student cards, books, decorations, book covers, tickets and adjunctive services
  - maintains records of the nature of purchasing, receiving, inventory. sales and accounting
- Posts and maintains books of account by class and club for related profit centers and profit generation.
  - segregates, posts, balances and maintains books and banking balances daily
  - controls cash and deposits, issues payment and maintains subsidiary records
  - closes and generates individual and consolidated balance sheet(s) and profit and loss statement(s)
- Interfaces with student representatives and directs counter sales of materials and services.
  - recommends programs budgets and materials used in various programs
  - answers inquiries and controls counter sales and inventories
- Collects and accounts for vending and cafeteria funds and ensures re-stocking of machines.
- Sets up controls and issues compliance of Driver-Ed and busing program.
  - assigns classes and buses ; issues completion certificates for learner permit
  - posts records of road classes and issues completion certificates
- Assists on other functions as required.

ADDITIONAL CONSIDERATIONS

Equipment:
Typewriter (40 wpm), marking devices, coin counter, sales register, vending machines, Xerox, and duplicating equipment, laminators and camera, adding and calculating machines.

Special Materials:
Matrices and laminates Surroundings: typical store/window sales environment

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Typical store/window sales environment

Hazards:
Slight lifting

COMMENTS

Must be able to direct diverse profit generating activities of school body and operate in an advise and consent environment.

Supervision Exercised:
Light

Supervision Received:
Little

QUALIFICATIONS

12 years education, 2 years' experience in merchandising and full charge bookkeeping

OJT

1 year