

## Student Body Account Technician

### **DEFINITION:**

Under direction of the Principal or assigned administrator at a comprehensive secondary school, maintains a complete set of books on student body, athletics, and other accounts. Performs specialized accounting, analytical and technical work for student body funds. Assist students and staff in planning activities and special events. Perform essential job duties and responsibilities and to do other related work as may be required.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Methods, practices, and procedures of general accounting, financial and statistical recordkeeping techniques, and audit practices
- Office practices, procedures and equipment
- Computer based software programs that support this level of work, including, but not limited to, word processing, spreadsheets, office productivity, and accounting data entry
- Internal controls, accounts receivable, accounts payable and inventory procedures.
- Basic mathematical skills

#### **Ability to:**

- Reconcile, balance, and analyze financial accounts
- Learn, interpret, and apply school district policies, laws, rules and regulations
- Learn and maintain proficiency on micro-computers and related equipment and software
- Interpret and apply regulations, policies, and generally accepted rules and procedures governing accounting transactions
- Prepare and process financial, statistical, accounting and purchasing documents, records and materials
- Apply rules for cash handling, including disbursements and processing transactions
- Establish and maintain cooperative and effective working relationships with students, staff and public
- Communicate effectively both orally and in writing in a clear and concise manner
- Understand and carry out oral and written directions
- Perform arithmetic operations quickly and accurately

#### **Experience and Education**

- Equivalent to completion of the twelfth grade
- Two years of increasingly responsible and varied experience involving accounting and financial recordkeeping

### **DISTINGUISHING CHARACTERISTICS:**

The Student Body Account Technician requires the demonstrated ability to maintain accurate accounting for transactions in one or more accounts, including the ability to prepare financial statements.

### **ESSENTIAL FUNCTIONS:**

- Establish and maintain a variety of accounts such as student body, activities, classes, clubs and scholarships. Maintains separate general ledgers for each account and closes ledgers as appropriate.
- Prepares financial reports for each account, including trial balances, balance sheets, and statements of income and expenditures.
- Maintains efficient and effective recordkeeping systems and audit trails in preparation for annual independent audit.
- Processes fundraising request forms and tracks each event.

- Collects and deposits a variety of fees and donations to the appropriate accounts. Maintains records related to lost and damaged books, unpaid fees, and other student obligations.
- Prepares and processes purchase orders and check disbursements based on Council approval.
- Receives, verifies, and posts deposits of ASB monies, co-curricular fees, and school donations to the appropriate accounts. Verifies invoices and prepares checks for payment.
- Receive, verify, and reconcile invoices with purchase orders and complete accounts payable duties.
- Deposit monies in various bank accounts; write receipts for all transactions.
- Provides information on account balances and availability of policies to enable teachers who are club and class advisors to implement club and class activities. May also provide support for planned activities.
- Provides administrators, club advisors, student leaders, and outside facility users with information on account balances and policies concerning club, class and team activities.
- Assists in preparing budgets for all classes and clubs. Prepare budget revisions for Council approval.
- Receives check request forms and authenticates appropriate documentation to support the request. Verifies inventory, pays student store bills.
- Communicates with students, administrators, district personnel, vendors, bank personnel, club sponsors and others concerning student activities and ASB accounts.
- Sets up cash boxes, ticket sales and change funds as needed for athletic and special events in accordance with District policies and practices..
- May oversee student store activity including reconciling of sales, recordkeeping and purchase of merchandise. Responsible for selling school supplies, purchase orders, special orders, checking invoices against purchase orders, collecting monies, writing receipts, and handling bank deposits.
- Issue student body cards, yearbooks, caps and gowns, and handle various other student transactions.
- Use student body financial accounting software.
- Maintain ticket inventory and distribution for all athletic and co-curricular activities.
- Sell tickets for ASB events. Tally and deposit money from student body events. Prepare report of ticket sales and update revenue and expenditure reports.
- Track fundraisers and complete profit/loss reports.
- Performs other duties as assigned that support the overall objective of the position.

### **PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### **WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.