

ASB Bookkeeper (HS Treasurer)

- Maintain the accounting records for the ASB funds and safeguard the funds at the school until they are received at the bank in a timely manner
- Receive funds after properly counted, confirmed, and documented
- Ensure adequate financial records are prepared and maintained for all ASB financial transactions in accordance with established policies and procedures
- Ensure expenditures are approved in advance of any spending and paid only after receiving appropriate documentation of expenditures, which should include but not be limited to preapproved purchase orders, invoices, packing slips, and ASB Student Council minutes
- Complete bank reconciliation each month
- Provide material to ASB advisors for fundraisers, and stock is kept on hand (change box, receipt books, tickets, etc.)
- Process purchase orders, payments, and invoices
- Ensure laws and the district's policies and procedures related to ASB funds are followed
- Ensure business policies, procedures and internal controls related to ASB, such as those for accounting, purchasing, budget, and payroll are followed
- Report any suspected fraud or abuse to the principal/school administrator or the district's business office
- The ASB bookkeeper also acts as a controller and is the gatekeeper for student funds.
- The ASB bookkeeper must be strong-willed enough to refuse and disallow deposits, reimbursements or other transactions when policies and procedures are not followed.
- Both the ASB advisor and bookkeeper must work together and support each other in keeping their duties separate and when policies and procedures are not followed.
- Report any suspected fraud or abuse to the district's business office