CENTRAL UNIFIED SCHOOL DISTRICT   POSITION DESCRIPTION

Position: Finance Clerk – High School   **Classification:** Classified
         FLSA: Non-Exempt

Reports to: Site Administrator   **Range:** Classified Salary Schedule

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EDUCATION AND EXPERIENCE
Experience:
> Two years of general accounting/clerical work.

Education:
> High school diploma or equivalent, supplemented by 12 to 14 units of college level accounting or any equivalent combination of training and/or experience.

Certificate/License Requirement:
> Possession of a valid Class C, California Motor Vehicle Operator's License.

Condition of Employment:
> Insurability by the District liability insurance carrier.

SUMMARY
Under supervision of the Principal or designee coordinates financial activities of the student body funds for a high school.

SPECIFIC RESPONSIBILITIES
1. Receives, counts, prepares for deposit and deposits all student account monies.
2. Posts, assembles, tabulates and compares financial data.
3. May prepare and type price lists, inventories.
4. Keeps records and inventories.
5. Writes all checks for student body purchases.
6. Keeps records of charges by account number.
7. Reconciles bank statements for student body funds.
8. Coordinates purchase orders between high school and district office.
9. Operates calculating, adding and other office machines including ED Data Entry.
10. Perform other related duties as assigned.

SPECIFIC QUALIFICATIONS
Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and the ability to work cooperatively with others.

Knowledge of:
> -Methods, practices and terminology used in financial and statistical clerical work;
> -appropriate English usage and human relations.

Ability to:

-Supervise assistants;
-projects needs for future purchases;
-work odd hours under pressure;
-lift heavy objects;
-maintain good relations with students, staff and public;
-be available for a flexible work schedule;
-type 35 NWPM, work with EDP data entry, 10-key adding machine and other office machines.