



# *San Benito Consolidated Independent School District*

## **Human Resource Office**

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

**Job Title:** Bookkeeper/High School

**Exemption Status:** Non-exempt

**Reports to:** Principal

**Pay Grade:** 04

**Works With:** Staff & Students

**Days:** 215

**Dept. /School:** High School

**Date Revised:** 07/23/2020

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### **Primary Purpose:**

To provide general clerical duties and meet needs of students and teachers.

### **Prerequisites:**

- High school diploma or GED

### **Special Knowledge/Skills:**

- Knowledge of bookkeeping, typing and computer

### **Major Responsibilities and Duties:**

1. Perform general office tasks.
2. Maintain student locker assignments.
3. Order and issue parking permits for students & faculty.
4. Process purchase orders and receive merchandise.
5. Maintain office supplies & copier supplies.
6. Maintain sanitary vending machine stock.
7. Maintain files for P.O.'s, requisitions, work orders, insurance.
8. Prepare work orders for requested repairs.
9. Receive monies and maintain books for clubs and athletics.
10. Disburse monies owed from activity accounts.
11. Assist with football game tickets and game workers.
12. Assist with budget preparation.
13. Maintain failure lists.
14. Prepare time cards and sheets.
15. Receive and disburse payroll checks.
16. Other duties as assigned.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: \_\_\_\_\_

Date \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

Date \_\_\_\_\_