MOORE PUBLIC SCHOOLS

Job Title: **Financial Clerk - High School**

Qualifications:

Credentials: **None**

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training or Experience Required: 2 years of bookkeeping and computer experience using databases, and spreadsheets. Minimum of 1 year working in a school system is preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

Business Machines: Is computer literate and able to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Is able to operate common office machines such as copiers, faxes, computers, calculators and multi-line telephone consoles. In addition, uses more complicated software programs consisting of word processing, spreadsheets and online websites.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Typing Skills: Proficient skills in typing/word processing

Site: **High School**

Reports To: **Principal**

Job Goal (Purpose of Position): Performs skilled level accounting clerical duties under general supervision to assist the Principal with all financial information and monies for activity accounts and board allocations at the High School. In addition, includes all deposits and purchase orders.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. The incumbent is expected to try and resolve teacher's needs, parent's and vendor's concerns.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Collects, counts and receipts all monies from school activities.

2. Prepares daily deposits for all activity accounts.

3. Maintains all records relating to activity accounts. Maintains accounts payable for activity accounts and inputs proper information into mainframe computer program (OCAS) for payment.

4. Balances statements and inform principal and sponsors of status of accounts.

5. Verifies activity account bills and prepares payments.

6. Codes, types and processes all P.O.s and requisitions for school activity accounts and general fund accounts.

7. Orders supplies from warehouse. Receives and delivers shipments to designated areas.

8. Maintains knowledge of and follow district policy regarding school activity accounts, general fund accounts, OCAS, and other budgetary requirements.

9. Contacts students and parents regarding debts for lost or damaged textbooks, returned checks and other debts as necessary. Addresses and mails all checks for student activity accounts.

10. Oversees time sheets for security, student workers, etc.

11. Assists in other office duties as needed.

12. Performs other duties as requested by the Principal.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the radio and telephone. Must be able to replenish supplies as needed.

TERMS OF EMPLOYMENT:	251 days per year
SALARY:	Category B
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 8/9/1993
Revised 1998-99 Negotiated Contract
Revised 11/27/2000
Revised 2024-25 Negotiated Contract