

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: SCHOOL SITE ACCOUNT CLERK

DEPARTMENT: STUDENT SERVICES

REPORTS TO: PRINCIPAL/ASSOCIATE PRINCIPAL

DEFINITION:

Under supervision of the Principal, performs varied and responsible accounting duties involving the preparation, maintenance and processing of school accounting transactions, student body funds and special program funds/accounts at an assigned school site and to provide clerical support activities as required. Employees in this classification receive general supervision within a broad framework of policies and procedures. Employees in this classification direct and supervise the work of student assistants. This job class requires independent judgement and problem-solving skills to be fully exercised in relation to the collection, depositing, remitting, reporting, recording, balancing and accounting for all financial matters associated with school accounting transactions, student body funds and special programs at an assigned schools site. This job class functions at a full journey level of classification and requires specialized/technical knowledge of accounts receivable, accounts payable, computerized accounting systems, and budget tracking. This position also includes responsibility as buyer for all student store merchandise including clothing and school supplies.

EXAMPLES OF DUTIES:

Essential duties and responsibilities include the following:

- The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.
- Tracks and monitors school budget accounts on an on-going basis to include balancing of accounts and prepares financial statements/summaries regarding school budget account status.
- Processes budget expenditures, checking sufficient funds are available, proper authorization is received and ensuring that proper accounting procedures are followed.
- Collects, receipts, records and banks all student monies at assigned school site.
- Establishes and maintains books and filing systems necessary for proper accountability of all accounts and receipts.
- Prepares trial balances for all assigned accounts.
- Checks, verifies and pays and/or bills users for all purchases and services rendered by the student body; prepares purchase orders, checks and invoices in payment of obligations/income of the student body funds.
- Processes and controls finances for student organizations, the athletic program, student insurance, student yearbook sales, fees, fines, and other activities such as distribution of caps and gowns, cards, announcements and other sales.
- Compiles financial statements and other statistical information related to school/student body accounts.

- Organizes the handling of money for such matters as paid admission events, student body cards and other authorized collections, including the preparation of cash boxes; counting/rolling/batching monies received and preparing for bank deposit; makes bank deposits.
- Establishes and maintains accurate accounting records and ledgers for student body and other accounts; posts accounts receivable and accounts payable to proper funds through software.
- Audits accounts and balances encumbrances.
- Transfers monies to/from various accounts in accordance with established procedures and approvals.
- Acts as information source to school administrators and student body regarding accounting policies, requirements and standards
- Assists outside auditors in auditing student body accounts and records.
- Trains and directs the work of student assistants.
- Performs a variety of clerical support activities in support of school operations such as typing, filing, answering phones, etc.
- Maintains all school sport athletic records for all athletes.
- Maintains all records of student insurance and deals with correspondence between insured and insurance companies.
- Buyer/purchaser of all student store items including various clothing lines, spirit wear, all school supplies for students and handling teacher requests.
- Preparation of quarterly sales tax returns to State Board of Equalization.
- Performs an inventory twice yearly.
- Collect and control all monies for District Office related to student payments of shop projects, market and FFA fair animals, clay and field trip monies.
- Performs related duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE OF:

- Bookkeeping practices and financial record keeping methods and procedures.
- Public school accounting methods, procedures and regulations related to student body funds.
- Multiple modern office methods, practices and procedures.
- Computer terminals and related software.

ABILITY TO:

- Effectively use and operate standard office equipment and machines including typewriter, 10 key adding machine, and computer terminal.
- May require the ability to have an accurate keyboarding rate of 50 wpm.
- Communicate in both oral and written forms.
- Perform and verify mathematical calculations with speed and accuracy.
- Establish and maintain effective record keeping and accounting records and systems.

- Prepare accurate financial summaries and reports.
- Learn, interpret and apply specific laws, rules and policies relating to school/student finance record keeping requirements.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Is subject to inside environmental conditions.
- Perform lifting, pushing and/or pulling of objects which do not exceed 50 pounds.
- Ability to load and unload various boxes.
- Ability to lift heavy boxes and shelve merchandise.
- May be required to work at a computer terminal for prolonged periods.

ENVIRONMENT:

- Indoor environment/temperature – normal climate.
- Continuous interaction with students, public and staff.
- Noise level in the work environment is usually moderate.

EXPERIENCE AND EDUCATION:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE:

- One year clerical experience.

EDUCATION:

- Equivalent to completion of high school.
- AA in business-related field or accounting experience.

LICENSE REQUIREMENTS:

- May require a keyboarding certificate (50 WPM) depending on assignment.