

## STUDENT ACTIVITIES ACCOUNT CLERK

### Job Summary

Under the general supervision of the Site Principal or designee, prepare, maintain and supervise student body funds, books, and related material; to maintain school and student body financial records; to collect and account for monies of school clubs and activities in the selling of items for student body profit; to perform a variety of complex secretarial and clerical activities requiring specialized knowledge and following defined policies and procedures, which may include frequent and responsible public contact; and perform related work, as required.

### Qualifications

#### Required:

- Formal or informal education equivalent to completion of the twelfth grade, supplemented by coursework in typing, records management and general office procedures
- Minimum of two years secretarial and bookkeeping experience\*
- Typing certificate verifying a net corrected speed equal to or greater than 45 wpm
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all time while employed with CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)

\*The minimum of two years secretarial, clerical or bookkeeping experience is preferred to be in a school setting

### Knowledge and Ability:

1. Knowledge of appropriate English usage, grammar, vocabulary, spelling and punctuation
2. Knowledge of Modern office procedures, methods and practices, including filing systems, records management and reporting techniques
3. Knowledge of professional telephone and office etiquette
4. Knowledge of methods and practices of financial record keeping, including full, charge bookkeeping procedures
5. Knowledge of business mathematics
6. Knowledge of standard office equipment and machines
7. Knowledge of a variety of computer software programs
8. Ability to establish and maintain cooperative working relationships with children and adults contacted in the course of work
9. Ability to understand, follow and effectively communicate oral and written directions
10. Ability to type at net corrected speed equal to or greater than 45 wpm
11. Ability to make mathematical calculations quickly and accurately
12. Ability to perform clerical and secretarial work involving independent judgment and requiring accuracy and speed
13. Ability to perform double-entry bookkeeping of above average difficulty
14. Ability to maintain financial records and documentation
15. Ability to plan, organize and prioritize work in order to meet schedules and deadlines
16. Ability to maintain accurate records and produce accurate reports
17. Ability to establish, maintain, correctly input and export data in an audible information retrievable computerized student records system
18. Ability to compose correspondence, memos, agendas, newsletters, calendars and other documents from brief verbal instructions or notes
19. Ability to quickly learn the operations, specific laws, rules, regulations, procedures and policies of assigned position and apply them with good judgment in a variety of situations
20. Ability to, with minimal supervision, work calmly and efficiently under pressure, at times in high stress, with constant interruptions, strictly adhering to set policies and procedures
21. Ability to properly operate standard office equipment and machines, including computers

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22. Ability to quickly and efficiently assume basic duties of co-workers, as needed
23. Ability to work independently and as a team member, maintain harmony in the work environment
24. Ability to communicate standard yet sometimes sensitive information; vigilantly maintain the security and confidentiality of records, materials and information
25. Ability to greet the public in a courteous, professional manner using tact and discretion
26. Ability to handle a high volume of telephone calls, record clear and accurate telephone messages
27. Ability to be flexible and receptive to change
28. Ability to attend in-service training, conferences and meetings, as assigned, with reimbursement for normal associated travel costs

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Under minimal supervision, prepare, maintain and supervise student body funds, books, and related material
2. Perform double-entry bookkeeping in the maintenance of Associated Student Body (ASB) and District financial records
3. Maintain financial records of transactions
4. Assists in ASB budget preparation
5. Transacts business for campus student organizations, the athletic program and payment of books and fines
6. Sells tickets and items and collects fee, accounts for cash collections and maintains student body cash collections and disbursement records
7. Keep financial records and processes documents involved in financial transactions
8. Post ledgers and journals
9. Prepare periodic financial statements and reports
10. Reconciles records to bank statement
11. Opens and closes books each fiscal year
12. Prepare records for annual audit
13. Prepare purchase orders for student body related materials, supplies, and specialty items
14. Receives money and maintains records of receipts
15. Issues checks in payment of obligations of the student body
16. Prepares checks for sports officials
17. Organizes and maintains procedures for the handling of such activities as paid admission events and student organization fund raising
18. Sets up cash boxes; makes bank deposits and reconciles bank statements
19. Orders tickets and supplies for student events and fund raisers; accounts for tickets
20. Responsibly perform a wide variety of clerical/secretarial and operational support activities
21. Completion of all tasks relating to student body activities/programs
22. Prepare and deposit money for banking of funds
23. Sort and file material alphabetically, numerically and chronologically, search files for specified information, create, complete, record, maintain, request and distribute, as required, student files and records, attendance registers, grades and transcripts, state and county reports, and other school or student documents
24. Assist in the training of student groups about ASB policies and procedures
25. Receive students, parents, faculty and the general public, in person and via the telephone
26. Record messages, respond to general questions, provide information and other assistance, or direct to supervisor(s), as needed
27. Handle all confidential staff and student records, correspondence, documents, forms and information judiciously, ensuring complete security
28. Operate standard office equipment and machines, such as typewriter, transcription machine, computer printer, scanner, copier, fax machine, calculator, multi-line telephone system, two-way radio, paper shredder, electric stapler and paper folder
29. Perform other related duties, as assigned by supervisor

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Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended period of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead
8. Facility to drive a car

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job