

# WINDSOR UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

### **TITLE: High School Account Clerk**

#### **DEFINITION:**

Under general supervision of the site administrator, performs a variety of secretarial/clerical duties and assists in the daily operation of the office. Supports the (comprehensive High School) administrator in charge in all matters of budget and finance. Serves as the school site liaison to the District Business Office for on-going budgetary practices. Performs complex and responsible work by maintaining financial or statistical records related to Associated Student Body (ASB) funds, site budgets, multiple program grants, district purchase orders, timecards, and other related work as required. Facilitates requests for site-wide facilities use, campus events, and all related accounting responsibilities.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below.

- Monitors, sets up, and maintains site budgets, prepares budget transfers, and advises administrators on the status of site budgets
- Prepares deposits and disbursements, and maintains and reconciles multiple levels of accounts
- Maintains detailed accounting records of field trip accounts, donations, and fees
- Types and prepares reports, letters, records, memoranda, and other necessary materials from oral direction or rough draft form
- Uses County Office of Education financial software to check the status of requisitions and budgets
- Expedites year-round large cash handling, including for ASB events, yearbook, and athletic gates where cash boxes are used, resulting in large deposits
- Works regularly with the Business Department to reconcile all site accounting work
- Processes all facilities requests for campus events, including the maintenance of the facilities calendar and the processing of all related cash accounting operations (such as cash box requisitions) and paperwork completion
- Support and interact with multiple grant coordinators and CPA secretaries for grant specification and state-required record keeping, reporting, and filing
- Performs a range of receptionist duties including answering telephones, receiving and forwarding messages, and providing information to parents, students, and the public, and collects fees and donations
- Maintains current and accurate accounting, student and site-based files and file systems; sorts and files documents, maintains appropriate indices and retrieval systems

- Uses on-line purchasing system to input purchasing requisitions, verifies receipt of purchases and employee reimbursements
- Processes requisition/purchases for multiple resource codes including CPAs, SSP, and CTE, community grants, discretionary funds, ASB, Athletics, Lottery, and multiple donation sources
- Prepares records and reports in an efficient and timely manner
- Sorts and copies materials. Operates, in a safe and effective manner, all necessary office machines
- Maintains site fixed asset inventory (including office and duplicating equipment)
- Expedites ordering and purchasing of supplies and materials for staff supply room, including the maintaining and accounting of all related inventory
- Performs other related work as required

### **REQUIRED QUALIFICATIONS**

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

### **KNOWLEDGE OF:**

- Advanced accounting, budgeting and computation skills
- Office practices and procedures
- Proper English grammar and spelling
- Modern office machines
- Computers and software programs including District and County Office of Education accounting software

### **ABILITY TO:**

- Demonstrate keyboard skills: 40 wpm, with accuracy
- Utilize effectively the office computer systems
- Maintain accurate and current records, including budgets
- Relate positively to students, staff, and the public
- Maintain cooperative relationships with those contracted in the course of work
- Maintain the confidentiality of school related information
- Demonstrate effective organizational skills and time management

### **EXPERIENCE:**

- At least three (3) years recent book-keeping and/or accounting experience, preferably in a school district or at a school site

**EDUCATION:**

- High School or equivalent, including and supplemented by courses in bookkeeping and financial record keeping and text processing software is desirable.

**WORKING CONDITIONS/ENVIRONMENT****FUNCTIONS:**

- Sitting – 60%
- Standing – 10%
- Walking – 10%
- Bending – 10 %
- Stooping – 10%

**PHYSICAL ACTIVITY (with or without reasonable accommodations):**

- Occasional lifting (up to 30 lbs.)
- Manual dexterity for operating office equipment
- Maintaining visual acuity to review written documentation and electronic information
- Hear and understand speech at normal room levels and on the telephone/audio equipment

**DESIRABLE QUALIFICATIONS**

- Ability to communicate in Spanish

Approved:12/06/2016

Reviewed by Classification Study Committee: 7/27/2016

Approved: 5/1/18