

WINDSOR UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: SCHOOL ACCOUNT CLERK

DEFINITION:

Under general supervision of the site administrator, performs complex and responsible work by maintaining financial or statistical records related to a school site Associated Student Body (ASB) funds, site budget, district purchase orders, timecards, and other related work as required. Requires use of independent judgment in the performance of work.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Performs related bookkeeping entries to maintain Associated Student Body (ASB) and site financial records
- Accounts for and maintains cash collections and disbursement records
- Prepares financial records and processes documents involved in financial transactions for the ASB
- Prepares periodic financial statements and reports
- Opens and closes books each fiscal year for the ASB
- Sets up student body accounts at the beginning of the year
- Prepares student body records for annual audit
- Prepares purchase orders and related materials, supplies and specialty items for the school
- Issues checks in payment of obligations of the student body
- Composes letters and maintain student files for outstanding balances
- Maintains and clears students from master overdue list when obligations are met
- Organizes and maintains procedures for the handling of such activities as paid admission events and student organization fund raisers
- Prepares cash boxes for all student activities and athletic events
- Keeps ticket log for sports events
- Prepares bank deposits and reconcile bank statements
- Operates computer technology for financial record keeping, routine word processing, and management information, using standard software
- Assists in development of school budget
- May schedule room and facilities usage
- May administer first aid
- May assist in clerical functions of the office
- Coordinates and/or maintains volunteer fingerprinting information
- Performs other related duties as assigned

REQUIRED QUALIFICATIONS:

KNOWLEDGE OF:

- Methods and practices of financial record keeping
- Standard office procedures and practices, including but not limited to filing systems, telephone techniques, composition of business correspondence, and advanced record keeping practices
- Correct English usage, grammar, spelling, and punctuation
- Basic mathematics
- Computer operating methods and applicable standard software applications

ABILITY TO:

- Type accurately at a speed of not less than 45 words per minute
- Read and understand computer print-outs
- Perform bookkeeping entries of above-average difficulty
- Use standard office, spreadsheet, student database, and student body accounting software proficiently
- Compile and maintain accurate records
- Make arithmetic calculations with accuracy
- Operate an electronic calculator with accuracy
- Learn and apply with consistency and good judgment state and district requirements for student body accounting, student fees, and purchasing
- Plan, organize, and complete work independently and with established deadlines
- Deal effectively with a wide variety of personalities and situations with tact, friendliness, judgment and poise, maintaining cooperative relationships
- Maintain confidentiality of school related information

EXPERIENCE:

- At least two (2) years recent 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

DESIRABLE QUALIFICATIONS:

- Ability to communicate in Spanish

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;

Ability to conduct verbal conversation in English;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk (frequently);
Sit for sustained periods of time (constantly);
Climb stairs, steps, and step ladders; (occasionally);
Lift up to 20 pounds (occasionally);
Lift between 1 and 10 pounds (occasionally) – ream(s) of paper, manuals;
Carry up to 20 pounds (rarely);
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;
Operate office machines and equipment in a safe and effective manner;
Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and
Conduct frequent repetitive arm, hand and body motion.

First Reading: August 7, 2007

Board Approved: August 21, 2007

Revision Date: 8/28/2017

Board Approved: 12/19/2017