



### **Classification Summary**

1. Performs a variety of regular and recurring accounting procedures; calculates, posts and verifies data, prepares bills for payment, and reconciles designated accounts.
2. Maintains various accounting office filing systems and records to assure proper follow-through; maintains records requiring compilation of varied data and the preparation of information for reports.

### **Distinguishing Characteristics**

This class is distinguished from other clerks by the responsibility for financial record keeping and maintenance of school accounts requiring extensive contact with students, staff, and the community.

### **Supervisory Relationships**

1. Work is performed under direct supervision of the assigned administrator or a senior employee.
2. May train and supervise student assistants or parent volunteers.

### **Examples of Duties**

1. Type purchase orders, requisitions, district transportation requisitions, expenditure records, district work order requests and other documents as necessary.
2. Work with assistant principal and department heads to assemble and finalize budget for school; type budget and submit to district.
3. Process requisitions, record financial transactions, and Maintain ledgers for various school accounts. Post data to computer for all financial transactions.
4. Monitor cash receipts, disbursements, and transfers. maintain records of student fees and fines.
5. Act as custodian of finances related to a specific activity or event, or as custodian of automobile keys or lunch tickets. May receive, account for and safeguard cash, checks or other valuables as required in area of assignment.
6. Supervise, manage and account for student body and athletic funds; type memos as requested by director.
7. Prepare reports of activities as requested.
8. May maintain records of invested funds.
9. May act as receptionist, answer telephones, or help sell tickets for school activities. Ability to operate current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
10. May process applications related to Federal Lunch Programs and maintain records of students on program.

### **Required Knowledge, Skills and Abilities**

1. Ability to post data and make accurate and rapid mathematical calculations.
2. Ability to operate current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
3. Ability to communicate effectively orally and in writing.

### **Minimum Qualifications for Class Entry**

1. High School diploma or equivalent.
2. Three years of bookkeeping, accounting and clerical work which has included training and experience in the application of bookkeeping and general accounting methods for fiscal activities.

### **Work Environment**

The position works in an office setting at a Senior High School.