

CENTER UNIFIED SCHOOL DISTRICT

JOB TITLE: Associated Student Body Bookkeeper/HS

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform a variety of responsible bookkeeping functions to maintain financial records for the High School Associated Student Body.

SUPERVISOR: High School Principal

TYPICAL DUTIES:

1. Maintains student club accounts to ensure proper and appropriate expenditure and accounting of student body funds.
2. Collects, deposits, and accounts for fees from a variety of sources, including fundraising and event gate receipts.
3. Posts income/expenditure transactions to ledger accounts.
4. Prepares bank deposits and reconciles bank statements.
5. Reconciles club ledger accounts to bank statement monthly.
6. Verifies invoices, requisitions, purchase orders, and receiving documents.
7. Establishes and maintains a recordkeeping and filing system.
8. Prepares cash boxes and tickets for events and maintains a petty cash account.
9. Secures proper authorization for all expenditures.
10. Prepares a variety of correspondence including forms, memos, letters, and reports.
11. Performs all duties listed to ensure appropriate cash reporting and compliance with state guidelines for Associated Student Body.
12. Performs other duties similar to the above in scope and function as required.

EDUCATION, EXPERIENCE & REQUIREMENTS

- High school diploma or equivalent
- Any combination of training and experience in maintaining financial records and transaction procedures
- TB Test clearance
- Criminal Justice Fingerprint clearance

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, procedures, and terminology of financial recordkeeping;
- Basic double entry bookkeeping methods and terminology;
- Cash accounting methods and procedures;
- Laws and regulations applying to appropriate accounting operations;
- Computer entry/retrieval methods including electronic spreadsheets;
- Modern office procedures, methods, and equipment;
- Proper English usage, spelling, grammar, vocabulary, and punctuation;

Adopted by Board **April 16, 1997**

Ability to:

- Operate standard office equipment including computer hardware and software;
- Understand and carry out instructions independently;
- Learn, interpret, and apply applicable District rules/policies;
- Perform mathematical calculations with speed and accuracy;
- Perform duties accurately during constant interruptions;
- Communicate effectively in both oral and written form;
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

PHYSICAL CHARACTERISTICS

1. Sufficient vision to read printed materials.
2. Sufficient hearing to conduct in person and telephone normal conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office, and standard office equipment.
5. Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.