

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	School Account Clerk	FLSA:	Non-Exempt
Department/Site:	Secondary School Site	Salary Grade:	17
Reports to/Evaluated by:	Principal	Salary Schedule:	Classified

SUMMARY

Performs financial work processing and recording financial transactions. Areas of concentration are accounting records on student body, team, and other accounts involving posting, balancing, and reconciling accounts and preparing financial statements. An employee in this class is responsible for the pre-audit and processing of financial transactions, for performing these duties with limited supervision and independence; but refers more complex analyses, technical policy, or procedural questions to the supervisor.

DISTINGUISHING CHARACTERISTICS

The Student Account Clerk requires the demonstrated ability to maintain accurate accounting for transactions in one or more funds, including the ability to prepare financial statement.

ESSENTIAL TYPES OF DUTIES (Examples)

- Establish and maintain a variety of accounts that support fiscal management of student body funds and school club accounts. Maintains and posts cash receipts and payments. Verifies invoices and prepares checks for payment.
- Receives, verifies, records, and maintains deposits of ASB monies and co-curricular fees to the appropriate accounts in a timely matter.
- Maintains separate ledgers for accounts, including ASB and various student club accounts. Prepares regular financial reports for each account; closes ledgers periodically. Maintains efficient and effective record-keeping systems and audit trails in preparation for independent audit.
- Provides information on account balances, and availability of policies to enable teachers who are club and class advisors to implement club and class activities. May also provide support for planned activities.
- Provides administrators and ASB personnel with information on account balances, policies concerning club, class, and team activities; implements new procedures as dictated by the district office or by site administrative staff.
- Communicates with students, administrators, District personnel, vendors, suppliers, bank personnel, club sponsors, and others concerning student activities and ASB accounts; provides information and explains financial policies, procedures and transactions.

- Prepares monthly financial statements and special statistical reports including bank reconciliations, trial balances, balance sheets, and statements of income and expenses.
- Assists student treasurers and other students with training and work direction for students in general office processes, receipting procedures, and proper financial recordkeeping methods.
- Serves in an advisory capacity to student groups regarding budgeting and accounting for monies and making appropriate recommendations.
- Receives bank statements, verifies individual account balances, and researches account discrepancies.
- Collects a variety of fees for labs and activities. Ensures timely deposits of all cash. Maintains records related to unpaid fees, and other student obligations.
- Prepares and processes purchase orders, assuring appropriate authorization and compliance with established procedures and laws.
- Sets up cash boxes, ticket sales, and change funds as needed for athletic and special events; schedules security, ticket salespersons, and other personnel as required.
- Composes and types memos, letters, reports, bulletins and other items. Prepares and types budget documents, statements of accounts, and other analyses of student funds and student abatement accounts.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: The position requires a working knowledge of practices and terminology of bookkeeping and accounting data entry practices, and general clerical and office procedures and methods. Requires in-depth knowledge of and skill at using computer-aided accounting software and general office productivity software. Requires knowledge of retail operations and the role of cash control, accounts receivable, accounts payable, and inventory.

Abilities: Requires a working knowledge of the practices and terminology of bookkeeping and accounting practices, and general clerical and office procedures and methods. Requires sufficient human relation skills to convey policies, and procedures to others and to deal cooperatively with others on accounting transactions. Requires sufficient writing skills to prepare basic accounting instructions, and account footnotes. Requires sufficient math skills to compute totals, extensions, portions, ratios, quotients, and percentages.

Physical Abilities: Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

Working Conditions: Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

Education and Experience: High School Diploma, or equivalent; supplemented by three (3) to four (4) years experience in accounting.

Credential Requirements: May require valid Driver's License.