

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	District ASB Clerk	FLSA: Non-exempt
Department/Site:	Business Services	Salary Grade: 25
Reports to/Evaluated by:	District ASB Clerk	Salary Schedule: Non-Operations

SUMMARY

Under direct supervision performs specialized clerical and accounting duties involving aspects of general accounting, accounts payable/receivable, or a related financial area. Reviews, and when necessary, maintains a complete set of books on student body accounts including posting, balancing and reconciling accounts and preparing financial statements. Work may be reviewed in subsequent operations or through verification of financial records.

DISTINGUISHING CAREER FEATURES

The District ASB Clerk positions vary in detail and complexity depending on the area of assignment and require financial and computer/data entry skills. Advancement potential exists along the Accounting career path and will require additional experience and education in the area of accounting, financial accounting or other related field of study.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review for accuracy, process, and maintain all receipts, adjustments, purchase requests, and payments as it relates to ASB accounts; completing a monthly reconciliation to the bank's records.
- Receive, verify, record and maintain deposits of ASB monies. Ensure deposits are completed in a timely manner. Coordinate processes with site staff to ensure all ASB funds are properly safeguarded before deposited at the bank.
- Interpret and apply accounting policies and procedures to various situations as it relates to the ASB accounts.
- Review, verify and maintain a wide variety of student body and school club accounts; posting of cash receipts and payments; auditing invoices and the preparation of checks for payment.
- Review and prepare financial statements for student body accounts.
- Review, and when necessary, maintain books on clearing account, including posting of cash receipts, refunds and payments to District.
- Review preparation of moneyboxes for games and dances. Establish and review procedures concerning processing of student body and public accounts.
- Review athletic eligibility and insurance; process student insurance forms and maintain appropriate lists and files; prepare lists for rooters' buses.
- Review, verify and process bills, requisitions, invoices and transfers.

- Review, and when necessary, process revenue and expenditures for after-school sports paid out of student body funds.
- Review, and when necessary, prepare purchase orders for students and assure conformity to State laws.
- Research, analyze, and resolve issues dealing with accounting transactions and adjustments to the ASB accounts.
- Train and provide work direction and guidance to ASB clerks.
- Perform clerical duties such as filing, duplications and typing.
- Perform other duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Requires knowledge of the methods, practices and terminology used in auditing and bookkeeping. Requires knowledge of education and government code sections applicable to student body accounting. Must know applicable programs, goals, objectives, policies and procedures. Requires working knowledge of modern office practices, procedures and equipment. Requires knowledge of interpersonal skills and the use of tact, patience and courtesy.

Abilities: Must be able to establish and maintain a wide variety of student body and school club accounts. Requires the ability to make arithmetic calculations quickly and accurately and meet schedules and time lines. Position requires ability to analyze situations accurately and adopt an effective course of action. Must be able to plan and organize work and perform clerical duties such as filing, duplications and typing at a speed necessary for successful job performance. Must be able to maintain records and prepare reports and work independently with little direction. Requires the ability to read, interpret and follow rules, regulations, policies and procedures and communicate effectively both orally and in writing. Must be able to operate office equipment including calculator, typewriter, copy machines, check writing and postage machines, time clock and scantron.

Physical Abilities: Requires sufficient ambulatory ability to perform work at multiple locations. Requires the ability to lift, move, and carry lightweight materials less than 25 pounds. Requires sufficient hand-arm-eye coordination and hand/finger dexterity to use a computer keyboard and common office equipment. Requires near visual acuity to recognize words and numbers. Requires auditory ability to project voice to small groups and to carry on conversations over the phone and in person.

Working Conditions: Work is performed in office, servicing station, and highway traffic environments where some safety considerations exist.

Education and Experience: High School Diploma, or G.E.D. Certificate; supplemented by two (2) years of financial record keeping experience. Any equivalent combination of education, training and experience.

Credential Requirements Valid Driver's License.