

## SCHOOL ACCOUNT CLERK

CLASSIFICATION: Classified.

JOB SUMMARY: Under general supervision of a site administrator, performs complex and responsible work by maintaining financial or statistical records related to school site Associated Student Body (ASB) funds, site budget, and other related work as required. Requires use of independent judgment in the performance of work. Serves as School Account Clerk with the responsibility to perform bookkeeping methods and procedures relating to the Associated Student Body accounts and general site budget of a school site.

ESSENTIAL FUNCTIONS:

- Manage and reconcile all site budgets including instructional and maintenance department budgets and athletics
- Manage and reconcile all ASB accounts
- Provide monthly ASB account printouts
- Manage scholarship accounts, grants and donations
- Prepare payouts (checks, vendor payments)
- Receive and deposit funds both on site and off site
- Prepare cash boxes for extracurricular and on site events

OTHER FUNCTIONS:

- Serve as site liaison with auditors
- Process site requisition orders as required
- Assign appropriate budget account codes
- Serve as budget liaison with Student Activities Director, ASB student officers and/or ASB student business manager
- Serve as budget coordinator with Athletic Director for athletic accounts
- Receive documents related to budget or purchasing and screens for accuracy
- Operate a variety of office machines including calculator, typewriter, copier, and computer systems with related software for networks, word processing and spreadsheets.
- Keep ledger accounts, balancing accounts, checking and correcting irregularities.

EMPLOYMENT STANDARDS:

Training and Experience: Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. Two years experience with accounts payable accounting, maintaining financial information, and issuing reports pertaining to accounts.

Abilities: Ability to: perform responsible accounting and clerical work without continuous supervision; make mathematical calculations with speed and accuracy; prepare accounting financial reports; operate office equipment and computers; perform under pressure and work within deadlines; understand and carry out oral and written instructions; and maintain cooperative relationships with students and staff contacted in the course of work effort.

Physical Effort/Working Environment: Light physical effort; occasional standing or walking; periodic handling of light weight parcels or supplies. Indoor work environment. A pre-placement physical examination may be required.

Licenses and Certifications: A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.

Education: Completion of high school or equivalent.

West Sonoma County Union High School District  
Classified Salary Schedule - Range 25  
6 hrs per day, 10.5 months (230 days)  
Approved: AUGUST 27, 1998  
Revised: January 28, 2009