

## East Side Union High School District

**Job title: School Finance Clerk**

**Description of basic functions and responsibilities:**

To perform varied and highly responsible accounting duties involving the preparation, maintenance, and processing of student body funds and special District program funds/accounts at an assigned school site and to provide clerical support activities for a student activities director or his/her designate. Employees in this classification receive general supervision within a broad framework of policies and procedures. This job class requires independent judgment and problem solving skills to be fully exercised in relation to the collection, depositing, remitting, reporting, recording, balancing, and accounting for all financial matters associated with student body funds, lunch programs, facility usage fees, and special District programs at an assigned school site.

**Supervisor:** Assistant Principal

**Typical duties:**

Collects, receipts, records, and banks all student monies at an assigned school site

Establishes and maintains books and filing systems necessary for proper accountability of all receipts

Checks, verifies, and pays and/or bills user groups for all purchases and services rendered by the ASB; prepares purchase orders, checks, and invoices in payment of obligations/income of the student body funds

Processes and controls finances for student organizations, the athletic program, student insurance, student store sales, picture fees, fines, savings accounts, yearbook sales and such senior activities as caps and gowns, cards, and announcements, and jewelry sales

Compiles financial statements and other statistical information

Organizes the handling of money for such matters as paid admissions events, vending machine sales, student body cards, and other authorized collections, including the preparation of cash boxes; counting/rolling/batching monies received and preparing for bank deposit

Establishes and maintains accurate accounting records and ledgers for student body and other accounts; posts accounts receivable and accounts payable to proper funds and ledgers, and maintains ledgers and books in auditable condition

Audits accounts, reconciles bank and other statements, and balances encumbrances

Transfers monies to/from various accounts in accordance with established procedures and approvals

Approves applications for free/reduced rate lunch program according to prescribed guidelines; establishes and maintains related files and issues tickets

Maintains a collection and accounting system for the school food service operations including daily preparation of cash boxes, verifying daily receipts, and report preparation

Stocks, inventories, and sells merchandise in the student store and/or at the bank window such as athletic uniforms, ASB cards, dance/rooter bus tickets

Establishes and maintains petty cash fund; reconciles and balances

Acts as information source to school administrators and student body regarding accounting policies, requirements, and standards

Confers with and assists outside auditors in auditing student body accounts and records

Trains, and directs the work of student assistants; assists in staffing student store

Performs a variety of clerical support activities for activities director including typing, filing, answering phones, etc

Prepares a variety of reports and routine correspondence regarding assigned activities and functions

Performs related duties as required

### **Employment standards:**

Knowledge of bookkeeping practices and financial record keeping methods and procedures to include trial balance

Knowledge of office methods, practices, and procedures

Ability to be bonded by a District appointed bonding agency

Ability to effectively use and operate standard office equipment and machines including typewriter, adding machine, computer terminal, etc

Ability to communicate effectively in both oral and written form

Ability to perform and verify mathematical calculations with speed and accuracy

Ability to understand and follow both oral and written instructions in an independent manner

Ability to establish and maintain effective record keeping and accounting records and systems

Ability to prepare accurate financial summaries and reports

Ability to type accurately at a rate required for successful job performance

Ability to learn, interpret, and apply specific laws, rules, and policies relating to student finance record keeping requirements

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

Possession of a valid and appropriate California Driver's License