

ORANGE UNIFIED SCHOOL DISTRICT

ASB BOOKKEEPER

DEFINITION

Under general supervision, to maintain high school student body financial records; to collect and account for monies of school clubs and in the selling of items for student body profit; to perform responsible secretarial and clerical work. Positions in the class perform full-charge double-entry bookkeeping work of above average difficulty and varied clerical and secretarial duties of average difficulty. Record keeping methods are well defined; however, incumbents exercise initiative in maintaining records without the immediate supervision of the supervisor. Incumbent is responsible for securing necessary authorization for each transaction. Incumbents work closely with co-workers and student leaders, and must require that approved school and District procedures are used in handling monies. Work is reviewed for final result by the supervisor in the inspection of monthly financial statements and bank reconciliations, by ASB and club officers and advisors who sign checks by District staff who audit specific records and reports, and by auditors who conduct an annual audit of the records.

Essential Duties and Responsibilities:

These functions are representative and may not be present in all positions in the class.

- Performs double-entry bookkeeping in the maintenance of Associated Student Body financial records.
- Maintains financial records of transactions involving District clearing account.
- Assists in the ASB budget preparation.
- Transacts business for campus student organizations, the athletic program, publication and payment of books and fines.
- Clears student fines for registration, withdrawal and graduation.
- Works at a window selling tickets and items and collecting fees.
- Accounts for cash collections and maintains student body cash collections and disbursement records.
- Keeps financial records and processes documents involved in financial transactions; posts to ledgers and journals; prepares periodic financial statements and reports; reconciles records to bank statement; opens and closes book each fiscal year; prepares records for annual audit.
- Prepares purchase orders for student body related materials, supplies and specialty items;
- Prepares sales tax reports.
- Issues checks in payment of obligations of the student body.
- Prepares paychecks for sports officials.
- Organizes and maintains procedures for the handling of such activities as paid admissions events and student organization fundraisers; orders tickets and supplies for student events and fundraisers; accounts for tickets.
- Makes bank deposits and reconciles bank statements.
- Receives, processes and schedules the use of school property.
- Performs related duties as required.

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Qualifications Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be: Equivalent to graduation from high school. Completion of formal or informal training in bookkeeping, accounting or a closely related field; any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. One (1) year experience performing Account Clerk work of above average difficulty.

Knowledge of:

- Office practices and equipment.
- Methods and practices of financial record keeping, including full-charge bookkeeping procedures.
- Modern office equipment and procedures.
- Personal computer and related software.
- Student body organized activities.
- Ticket sales and cash collection techniques.
- Safe working methods and procedures.

Skill and Ability to:

- Key at a net corrected speed of 35 words per minute.
- Operate a calculator quickly and accurately.
- Perform double-entry bookkeeping of above average difficulty.
- Perform general clerical and secretarial work of average difficulty.
- Maintain accurate financial records and documentation.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Operate a personal computer and related software.

Physical Requirements and Working Conditions:

Light Work:

Perform work which is primarily sedentary.

Mobility:

Require the mobility to stand, stoop, reach and bend.

Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Vision:

Require vision (which may be corrected) to read small print.

Other:

May be required to work at a video display terminal for prolonged periods.