FRANCIS TUTTLE

Full-Time Personnel Job Description

Job Title: Accounting Clerk III–
Activity Fund Cashier
Department: Finance
Reports Directly To: Bookstore Supervisor
Position Closing Date: Open until filled.

Date: November 23, 2026
Prepared By: Shannon Meeks

Job Group: I
Salary Range: *$36,489 -**$45,841
☐ Exempt ☐ Certified
☒ Non-Exempt ☐ Specially Funded

Primary Function of Position:
Provide clerical and accounting support for the School Activity Fund. Work with adult students in disbursing financial aid and tuition collections.

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Responsibility, and Respect.

Essential Job Functions:

1. Interact with students/customers of the bookstore/cashier office. Interact with students/customers of the bookstore/cashier office, including:
   a. Selling books & supplies;
   b. Disbursing Financial Aid; and
   c. Receipting payments.
2. Process receipts for the School Activity Fund by reviewing and verifying funds against receipt books and reconciliation records. Enter transactions into the accounting software and reconciles payments to applicable district software and systems, including Prodigy, to ensure accurate posting and accounting of student payments.
3. Reconcile daily receipts with bank deposits and credit card transactions to ensure accuracy of deposit and coordinating bank deposits by working with the bank courier to arrange pickup and delivery of deposits, as well as personally making bank deposits as needed.
4. Review A/R status for students who withdraw, process refunds or send invoices as needed, including credit card refunds.
5. Post Pre-K breakfast and lunch charges and prepare and run a monthly report for invoicing purposes.
6. Manage the distribution, tracking, auditing and return of receipt books.
7. Manage and maintain cash on hand, monitor balances to ensure adequate funds are available for daily operations, and reconcile cash balance at the end of each day.
8. Collect service bags from Legacy Salon and ensure all funds and supporting documentation are received and processed.
9. Work with the accountant to identify, research, and resolve bank errors and/or discrepancies.
10. Cross train on other duties in cashier/bookstore area to provide coverage and customer assistance as needed.
11. Perform general clerical duties including filing, correspondence and telephone support.

12. Ability to be present on the job as described under working conditions and contract details.
13. Other duties as assigned.

Knowledge, Skills, and Abilities:

- High school diploma or equivalent required
- Technical certificate or post-secondary training in accounting or related field.
- A minimum of five years work experience in bookkeeping, accounting or financial aid required.
- Ten-key electronic calculator by touch.
- 45 wpm typing plus excellent keyboarding and proofreading skills required.
- Computer experience using spreadsheets and general accounting software desirable.
- Proficiency in all Microsoft office components (Excel, Word)
- Ability to work independently with limited supervision and direction
- Ability and desire to maintain/manage an efficient, well organized office area
- Ability to understand and meet critical deadlines
- Exceptional verbal and written communication skills
- Ability to consistently deliver superior customer service and work quality to internal and external customers

Working Conditions:

Long periods of sitting, ability to lift 10-25 lbs; low-level machine noise is encountered the majority of every day; concentrated visual effort is required; extensive communication with internal and external customers. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

Safety-Sensitive Duties: In accordance with Oklahoma law, the District considers employees performing safety-sensitive duties to be in safety-sensitive positions. Such duties include, but are not limited to, the handling, packaging, processing, storage, disposal or transport of hazardous materials; the operation of a motor vehicle, other vehicle, equipment, machinery or power tools; repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage; performing firefighting duties; the operation, maintenance or oversight of critical services and infrastructure including, but not limited to, electric, gas, and water utilities, power generation or distribution; the extraction, compression, processing, manufacturing, handling, packaging, storage, disposal, treatment or transport of potentially volatile, flammable, combustible materials, elements, chemicals or any other highly regulated component; dispensing pharmaceuticals; carrying a firearm; or direct patient care or direct child care.

Employees performing safety-sensitive duties are subject to the District's zero-tolerance drug and alcohol standard and applicable District procedure.

Organizational Relationship: Full-time, personnel position directly responsible to the Bookstore Supervisor.

Contract Details: Twelve month contract subject to annual renewal. Working days and hours are Monday through Friday, 8:00 a.m. – 4:30 p.m.

Benefits: Francis Tuttle offers a comprehensive benefit package for full-time employment to include paid health and dental insurance, monthly supplemental benefit compensation of $500, employee leave plan with family friendly work calendar and 100% contribution into Oklahoma Teachers Retirement

System. The district will match up to 2% of monthly, base salary with a 403b or 457 retirement plan (base salary does not include stipends or extra duty).

***** *Starting salary represents individuals who are in early stages of career, newer to the role, working toward increasing proficiency.*

****** *This range represents individuals who are fully experienced and qualified, demonstrate sustained performance for a period of time and exhibit full proficiency in all aspects of their role.*

Contact:

Human Resources
12777 N. Rockwell
Oklahoma City, OK 73142
(405) 717-4625
Only persons of interest will be contacted.

Disclaimer:

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified."

Equal Opportunity E-Verify Employer