



KENT SCHOOL DISTRICT

EQUITY | EXCELLENCE | COMMUNITY

Position Description

TITLE: Administrative Assistant III-ASB
Bookkeeper Secondary

REPORTS TO: Principal or another administrator

COMMUNITY: Teaching & Learning

FLSA STATUS: Non-Exempt

CLASSIFICATION: KAEOP

WORK PERIOD: 10 Months

ISSUE DATE: August 2026

SALARY: KAEOP Salary Schedule

BASIC PURPOSE:

Under the direction of the principal, this position performs complex record keeping and reporting functions for school administration, associated student body, and athletic department at a school for the purposes of preparing accurate and complete ASB account information in compliance with District and State regulations; collects monies, and accounts for student and District monies related to the school's various activities; performs complex financial and clerical duties in support of assigned responsibilities and related work as required.

This position works with other administrators, athletics, activities, clubs, and department representatives at the school and assists with the Business Services. This position receives confidential and routine correspondence and financial information, composes responses, screens and independently handles a variety of inquiries, and maintains a variety of confidential records and reports. The employee performs work that is more varied, detailed and complex in terms of procedures to be followed and the computer applications used than in AAll positions.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = ESSENTIAL FUNCTIONS:

1. Performs complex bookkeeping tasks, requiring the use of multiple accounting systems.
2. Maintains accurate student financial records of all student payments (ASB and GF) including payments for fines and transcripts for previous students.
3. Transfers credits/debits to proper fund locations as necessary, assuring the proper and legal control of financial records.

4. Collects, prepares, and combines data from various funding sources (GF, ASB, InvestED, Grants, Trusts, etc.).
5. Coordinates, maintains, analyzes, and reconciles financial records.
6. Generates reports as necessary to document transactions; provides reports to principal, other administrators, athletics, activities, club, and department representatives at the school.
7. Assists with preparation of financial records requests for audits.
8. Processes a variety of forms as needed, including but not limited to purchase orders, student payments, travel requests, invoices, and all ASB program-related forms.
9. Responsible for all cash and electronic payments, receipting, and reporting and preparing deposits on a timely basis in accordance with District financial rules for all financial transactions and in full compliance with applicable provisions of the law.
10. Assists in the preparation of the annual ASB Budget, in conjunction with the principal and/or assigned administrators, the ASB advisor, and ASB officers.
11. Responsible for coordinating payroll for Staff Game Management and other ASB activities, including but not limited to the initial processing of ASB timesheets and substitute requests for ASB functions.
12. Provides a friendly, open, and safe atmosphere in the office and school reception area.
13. Maintains a high degree of confidentiality regarding all district-related matters and records.
14. Conducts research as directed. Assists other staff, as needed.
15. Maintains adequate and careful records as required.
16. Provides for the care of school property and appropriate use of supplies, equipment, and utilities.
17. Occasionally required attendance at evening or weekend activities.

REQUIRED QUALIFICATIONS:

Knowledge, Skills, and Abilities

Must demonstrate a successful level of the knowledge, skills, and abilities listed below:

1. Knowledge of general office processes and procedures using a variety of office equipment including a computer, copy machine, fax, and calculator.
2. Knowledge of standard office computer programs such as MS Word, Excel, e-mail, and student information systems.
3. Knowledge of correct grammar, spelling, and English usage.
4. Ability to maintain timely, accurate, and efficient records, including preparation of reports.
5. Ability to learn new operations, procedures, processes, and use of new equipment.
6. Ability to organize, set priorities, and work effectively under pressure.
7. Ability to exercise sound independent judgment, including appropriate handling of confidential matters.
8. Ability to establish and maintain effective working relationships with students, staff, parents, and the public.
9. Ability to communicate appropriately.
10. Ability to demonstrate appropriate customer service skills.
11. Ability to pass clerical test associated with this position.
12. Ability to work with a significant diversity of individuals and/or groups.

REQUIRED QUALIFICATIONS:

- High School Diploma (or equivalent)
- Three years clerical or general office experience with emphasis in bookkeeping.
- Completion of the district's clerical testing at the administrative assistant III (B) level, with a score of 70% or higher.
- Valid first aid and CPR cards; Automated External Defibrillator (AED) training.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in business, accountancy, or related field.
- Related or specialized training in business, accountancy, or related field.
- Bilingual (oral and written; academic fluency).
- Proven successful experience in an ethnically diverse public school district.

Employment eligibility may include fingerprints, health (TB), and/or other employment clearance.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The usual and customary methods of performing the job's functions require sitting, walking, standing, lifting, carrying, pushing and/or pulling, fine finger dexterity. Daily work is performed in a general office setting with clerical workstations in close proximity. Visual and mental concentration on details, dexterity, and precision required. Constant interruptions, routine interactions with district staff and students, and experience a moderately high exposure to infectious diseases.

EVALUATION

Evaluation responsibilities are assigned to the building principal or department administrator.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may temporarily perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload within the AAll classification level.

In compliance with the Americans with Disabilities Act, the Kent School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.