

## JOB DESCRIPTION

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**Job Title:** Accounting Clerk

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**Original Date:** May 2006

**Revised Date:** May 8, 2012

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**Supervisor:** Director of Finance

**Department:** Finance

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**Basic Function and Scope of Responsibilities:**

Contribute to the efficiency of the Business Office by handling cash receipt and use of facilities transactions. Contribute to the morale of the Student Body by maintaining accurate records of their revenues and expenses.

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**Principal Responsibilities:**

1. Prepare cash receipts for monies received, at the District Office.
2. Prepare bank deposits for District bank accounts.
3. Prepare Treasurer Deposit, at least monthly.
4. Review food service reimbursement and meals served log for accuracy.
5. Reconcile food service cash receipts log to the bank statement.
6. Review student council meeting minutes for approval of fall related items. Record deposits for Student Activities.
7. Maintain student activity accounting records.
8. Prepare monthly financial reports for student activities.
9. Train all staff on student activities procedures.
10. Process use of facilities agreements.
11. Maintain use of facilities agreement records.
12. Maintain use of facilities insurance files.
13. Prepare use of facilities school calendars.
14. Maintain Parent Group organizations information.
15. Assist in the preparation of the Impact Aid application.
16. Assist in physical inventory of capital and stewardship assets.
17. Perform other duties as may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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**Education Requirements:**

High School Diploma or GED

Bachelor's Degree

Vocational School or some college courses

Master's Degree

Associate's Degree, Trade or Technical School

Doctoral Degree

**Degree(s), area(s) of study, and/or licensure(s)**

1. 2-years of experience in itemized record keeping.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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**Training, Skills, Knowledge and/or Experience:**

<b>Terms of Employment:</b>	<b>12 months</b>	<b>Non-Exempt</b>	<b>Salary as established by the Governing Board</b>
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Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_