

<b>JOB TITLE:</b>	Clerk, Campus Accounting	<b>STATUS:</b>	Non-exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	240 days
<b>DEPARTMENT:</b>	High School	<b>PAY GRADE:</b>	AS203

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**PRIMARY PURPOSE:**

Provide a variety of bookkeeping and clerical support for the high school principal and staff.

**QUALIFICATIONS:**

**Education:**

High School Diploma/GED

**Special Knowledge/Skills:**

Accounting, computer software (MS Excel), communication, and organizational skills

**Experience:**

Three years experience

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Receive and deposit all funds and report all transactions that pass through the activity accounts.
2. Maintain a record of all funds using Microsoft Excel or other appropriate software.
3. Conduct monthly reconciliations of all activity accounts.
4. Prepare monthly sales tax reports.
5. Prepare and distribute monthly statements to activity sponsors.
6. Travel to make timely deposits to the bank.
7. Submit recap sheets to the Central Office on a monthly basis.
8. Participate as necessary in the annual financial audit of activity funds.
9. Establish and maintain procedures for the flow of check requests and encumbering of invoices.
10. Maintain current balances of all activity funds for review by the building principal using the appropriate computer software.
11. Receive and deposit payments for summer school and other major programs on campus.
12. Initiate the process for issuing refunds that are requested and approved by the principal.
13. Receive and distribute activity checks to sponsors as necessary and verify the accuracy of all checks issued by the business office on behalf of activity sponsors.
14. Accurate and consistent use of Time Clock Plus (TCP) and AESOP.

15. Perform other duties as may be assigned by the principal.

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date