

FINANCE CLERK- HIGH SCHOOL

Definition

Under the direction of the Principal/Assistant Principal of a high school and with a minimal amount of supervision performs a wide variety of school student finance office duties of more than average difficulty; performs public relations and financial transactions for the school site; functions in the capacity of bookkeeper for all Associated Student Body Accounts for Kings Canyon Unified School District Schools and all High School Class and Club Accounts; maintains accurate financial records and generates all daily, weekly, monthly and annual reports for the financial office of the school sites, district and State; performs other work as required or directed.

Essential Duties

1. Accept and write receipts for large amounts of money deposited by individual organizations daily or from individual students and make deposits.
2. Handle student business at the Finance Office walk-up window with speed and accuracy.
3. Issue purchase order numbers for every Student Body check request for all ASB accounts.
4. Write and process all check requests for all ASB accounts.
5. Balance 3 separate bank statements monthly covering all student body accounts.
6. Keep scholarship records current for over 55 separate donating organizations.
7. Write District receipts for all District transactions handled in the Student Finance Office.
8. Make District, ASB; Business Department and Food Service deposits as needed.
9. Enter all Student bills and receipts in computer; accept student bill payments and returned school items, updating students records daily.
10. Print 2 reports (that agree with deposits) weekly.
11. Assist at registration, collect money for purchases.
12. Monitor all ASB accounts and have current balances readily available.
13. Enter all Student Finance Office and Student Body Account activities into computer for monthly printouts; accurately record deposited moneys daily.
14. Process and print reports monthly and distribute to appropriate recipients.
15. Accurately count large amounts of currency and coin in a timely manner.
16. Prepare all athletic functions (tickets, money boxes); prepare Concession Stand moneys for all events; balance money boxes accurately.
17. Generate student bill reports twice a year for entire enrollment.
18. Review free and reduced lunch applications.

Qualification/Knowledge of:

1. Telephone techniques, skills and etiquette.
2. Modern office equipment, including computer operation, especially regarding student finance.
3. Rules, regulations, laws and policies governing the district.
4. Business English including vocabulary, grammar, spelling and punctuation.
5. Oral and written communication skills.
6. Interpersonal skills using tact, patience and courtesy.
7. Banking and all banking records and processing information.
8. Accounting procedures and ability to deal with large amounts of currency and coin.

Ability to:

1. Work well with other employees under various circumstances, responding pleasantly to numerous requests daily from students, staff, parents regarding all student financial matters.
2. Meet the public tactfully and courteously in person or via telephone.
3. Establish and maintain cooperative and effective working relationships with others.
4. Compile and maintain accurate and complete records and reports.
5. Make mathematical calculations with speed and accuracy.
6. Work confidentially and with discretion.
7. Understand, follow and carry out oral and written directions.
8. Perform duties effectively and accurately with many demands on time and constant interruptions.
9. Work independently and innovatively as unpredictable situations occur.
10. Display positive self-motivation in assignment.
11. Efficiently/accurately operate newly acquired office equipment and/or be willing to learn

Experience:

Must have had two years of increasingly responsible clerical experience in a public school office.

Education:

High school diploma or equivalent.

License

Valid California Driver's License; valid CPR and First Aid Certificates; pass the KCUSD Clerical/Instructional Aide Test.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee is occasionally required to walk and to stand and reach with hand and arms, bending at the waist to retrieve and store files. Specific abilities required by this job include close and distance vision, the ability to hear conversations in quiet and noisy environments and the ability to speak clearly in order to review and assure accuracy of student records, reports and money counts; dexterity of hands and fingers to operate a keyboard is required. Some driving may be necessary.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers, yet maintain accurate records and money counts. Occasionally the position requires the employee to come into contact with dissatisfied or abusive individuals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.