

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: SCHOOL FINANCE CLERK**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform responsible accounting clerical duties and maintain the financial records at a middle school or adult school facility to assure sound fiscal management of student body funds; maintain a variety of student records as assigned.

### **REPRESENTATIVE DUTIES:**

Maintain financial records for student body activities, clubs and the Associated Student Body; receive, verify and deposit money, maintaining account break down summaries of bank deposits; maintain records of cash received and disbursements; maintain journals of financial transactions.

Perform a variety of clerical duties for the Assistant Principal including typing, filing and answering phones.

Prepare and type various records, financial and statistical reports and statements.

Prepare and verify periodic accounting and financial reports to the District and interface with external auditors.

Assist in the operation of a student store; order supplies and sell items; maintain proper inventory level and take physical inventories periodically.

Prepare cash boxes for special events; issue disbursement and reimbursement of petty cash and refunds; accept money from students participating in student activities.

Send announcements and bulletins to students, faculty and parents as necessary regarding student activities and student fees.

Assist teachers in accounting procedures of special events, arranging sales and assisting in organizing events.

Maintain contact with suppliers, vendors and banks; maintain contact with club sponsors, club and student body officers, department heads and administrators regarding student activities.

Train and provide work direction to students as assigned.

May prepare and file forms, cards, folders and other documents in permanent student records, type permanent records of new students and enroll new students as required.

May prepare and maintain a variety of records and assist with student attendance records as necessary in the absence of the Senior Attendance Technician or as the need requires. May prepare, transfer/clearance notices, post leaving grades and gather necessary records; prepare transcript copies and forward student records.

Provide information and assistance to students, parents and others as necessary.

Issue lockers and maintain a locker file.

Receive fees from students for indebtedness, books, instructional materials, and maintain and update related files.

Operate a variety of office equipment including typewriter, calculator and copy machine; may operate computer and/or word processing hardware/software.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### Knowledge of:

Basic bookkeeping/accounting and financial record-keeping principles, practices and terminology.

Inventory methods and procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Basic computer applications.

##### Ability to:

Understand and apply District policies pertaining to position.

Operate standard office equipment including calculators, adding machines, typewriter and copier, computer hardware/software.

Make math calculations quickly and accurately.

Understand and follow oral and written directions.

Work cooperatively with others.

Work independently with little direction.

Establish and maintain effective working relationships with others.

Plan and organize work.

Train and provide work direction to others.  
Maintain financial records and prepare reports.  
Type at 30 words net per minute from a clear copy.  
Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school including or supplemented by courses in bookkeeping or accounting and two years of responsible office experience involving financial or statistical record-keeping and public contact. Experience in computer applications desirable.

**WORKING CONDITIONS:**

Middle school or adult school office and student store environment.

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