

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR SCHOOL FINANCE CLERK

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform complex accounting clerical duties at a high school and maintain a variety of financial records to ensure sound fiscal management of trust and student body funds.

REPRESENTATIVE DUTIES:

Maintain financial records for student body activities consisting of numerable events each year; a comprehensive sports program, 20 or more 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 for each club, each sports program and other student body activities.

Receive and process lab and tuition fees and prepare tuition receipts.

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

Perform a variety of clerical duties including typing, filing and answering phones.

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

Operate, or 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 supplies, 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.

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

Issue lockers and maintain a locker file.

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

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

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Bookkeeping and financial record-keeping principles, practices and terminology.

Inventory methods and procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Health and safety regulations pertaining to the job.

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

Oral and written communications skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Basic computer applications.

Ability to:

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

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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by courses in bookkeeping or accounting. One year experience as a School Finance Clerk and increasingly responsible experience in computer applications desirable.

WORKING CONDITIONS:

High school office and student store environment.