

STUDENT BODY FINANCE CLERK

DEFINITION

Under general supervision, performs specialized accounting, budget control and clerical functions in maintaining financial and statistical records, utilizing manual and computer-assisted processes; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- performs specialized and technical functions in assembling, tabulating, calculating, verifying and filing accounting and fiscally-related information and data
- safeguards Associated Student Body funds
- maintains financial statements for school ASB, clubs, athletics, and related organizations
- oversees cash collections, check disbursements, and bank deposits and reconciliations ASB, clubs, athletics, and related organizations
- assists with ASB and athletic sales, tickets to events, and accounting for those events
- performs complex and technical fiscal record management operations related to one or more specialized accounting and budget control functions
- assists in revision, formulation and implementation of accounting and budget control procedures and record management systems
- posts, balances and verifies accounting and budget control records
- prepares trial balances and financial statements
- establishes, posts and maintains journals, ledgers and a variety of other accounting and fiscal records
- prepares and verifies the accuracy and completeness of financial files, records and reports
- prepares accounting, budget and fund analyses
- operates micro-computers, terminals and other business office machines and equipment
- works with a computer-based accounting and budget control system
- prepares system input data and analyzes, verifies and reconciles output reports
- makes complex mathematical calculations and verifies computations
- may perform lead functions with a specialized accounting area which may include the preparation of technical and complex reports
- may interpret and provide information to District personnel regarding routine legal mandates, policies, regulations and operational guidelines
- may provide technical information to County, State and Federal agencies

QUALIFICATIONS

Knowledge of: Methods, practices and procedures of school district accounting and budget control record management; operation of manual and computer-assisted accounting and budget control record management systems; modern office practices, procedures and machines; organization and planning methods, techniques and practices.

Ability to: Perform complex and technical accounting and budget control clerical functions; prepare, review and analyze accounting and budget control files, records, summaries and reports; perform double entry bookkeeping and elementary accounting functions; lead and advise other accounting and budget control clerical personnel; make complex mathematical calculations and verify the results; effectively and efficiently operate micro-computers, terminals and other office machines and equipment; understand and follow oral and written directions; read and interpret computer-generated reports; communicate effectively, both orally and in writing; effectively operate a micro-computer and use appropriate application software; remain flexible Rialto Unified School District and work effectively in an environment of frequent interruptions and changes in task priority; establish and maintain cooperative working relationships.

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PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out the essential job functions.

- will infrequently exert 10 to 35 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Three years of highly responsible experience in accounting or budget control record management and reporting, including one year in a lead or specialized capacity.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; supplemental training or course work in elementary accounting, bookkeeping, business office organization and planning, or in other closely related fields is desirable.

License Requirement: Verification of a valid California Motor Vehicle Operator's license.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.

12/2011