

**CLASS TITLE: Student Body Account Clerk
Range 7**

Basic Function:

Under general supervision, performs varied routine and general clerical duties including student body accounts. Performs receptionist duties.

Representative Duties: (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

- Uses computer to input and update student data including attendance
- Ensure that all student body financial transactions are carried out in a consistent and auditable manner
- Maintain a clear paper trail so cash receipts match bank deposits
- Prepare monthly statements that are reconciled with the bank
- Immediately report any shortfalls or other unexpected discoveries
- Serve as receptionist for phone calls and visitors
- Operate computers and business machines
- Sorts, alphabetizes, and files cards, records, and reports
- Uses computer to input and update student data including attendance
- Checks records and forms for completeness and accuracy
- Types purchase orders, letters, lists, and other materials
- Types or posts prescribed information and records
- Receives, distributes, and dispatches mail
- Handles minor student injuries and oversees administration of medication in the absence of the nurse or health services assistant
- Other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic accounting procedures
- Keep track of multiple funding sources and reconcile bank accounts
- Computer hardware and software
- Business accounting practices
- Attendance systems including procedures and reports
- Operating office equipment
- Inventory and control
- Proper phone and receptionist practices
- Filing and office practices

ABILITY TO:

- Keep accurate records
- Follow approved procedures to insure accuracy and with adequate controls
- Input data accurately and efficiently
- Type at 35 words per minute
- Operate 10 key calculator and computers with spreadsheets
- Establish and maintain rapport with students, staff and parents
- Meet critical deadlines
- Prepare for audit and receive positive findings

EDUCATION AND EXPERIENCE:

- High school diploma and accounting classes or equivalent experience.

WORKING CONDITIONS:

ENVIRONMENT:

- The noise level in the work environment is moderate. Interruptions due to student actions and walk-in traffic are frequent. The position requires multi-tasking and the ability to focus in a distracting environment.

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.

Board Approved: June 26, 2014