

STUDENT BODY BOOKKEEPER

BASIC FUNCTION:

Under the direction of a Principal, perform a wide variety of responsible clerical work, cash handling, and bookkeeping involved in the keeping of financial records and in making accounting reports. Assist all club officers, advisors and school officials on any financial situation.

REPRESENTATIVE DUTIES:

- Prepare and check invoices. **E**
- Gather, compile and proofread complicated financial data and reports independently. **E**
- Keep various financial or statistical records and reports requiring the use of independent judgement **E**.
- Post, check, balance and adjust accounts, including report of receipts and expenditures. **E**
- Receive and count large sums of cash and coin. **E**
- Schedule, index and file bills, vouchers, documents and other materials. **E**
- Operate various office machines, including typewriter, calculator, computer, 10-key adding machine, copier, and other office equipment. **E**
- Work from invoices, receipts, journals and other sources of original entry. **E**
- Handle receipts for all student body monies and banking of same. **E**
- Write checks in payment of all associated student body bills. **E**
- Reconcile monthly bank statements. **E**
- Originate and maintain scholarship and savings accounts including recording interest. **E**
- May operate the student store, selling a variety of items for student body organizations. **E**
- May prepare annual sales tax return. **E**
- Prepare 1099 reports. **E**
- Post and maintain student charge account files including shop fees and billing parents for same. **E**
- Furnish list of delinquent accounts to school officials and departments. **E**
- Check reports, records and other data for accuracy, completeness and compliance to established standards. **E**
- Provide information and/or assistance to students, staff, administrators, parents or the general public. **E**
- Monitor and interpret CASBO regulations to and for clubs and advisors. **E**
- Train and supervise accounting assistant and assign duties as needed. **E**
- May supervise student help.
- Other duties as assigned.

KNOWLEDGE OF:

Methods, practices and terminology used in financial and statistical clerical work, and double entry bookkeeping system.

State code, district and school policies and procedures.

Computer accounting/bookkeeping.

ABILITY TO:

Post and make arithmetical computations.

Operate office machines including 10-key adding machine.

Do difficult clerical work involving independent judgment and initiative.

Deal tactfully with public, staff and students.

Receive and impart correct information.

Type 40 words per minute net; original certificate dated within 6 months is acceptable.

Be computer literate.

EXPERIENCE/EDUCATION:

Two years experience in the keeping and reviewing of financial or statistical records. Persons with the knowledge, abilities and experience as stated are considered to have the necessary education.

3/10/93

SMJUHSD

Range 22