

**ASB ACCOUNTS CLERK – SECONDARY SCHOOL**DEFINITION

Under general supervision of an administrator, to perform responsible accounting functions in receiving and reconciling funds received and disbursed from student body funds at the secondary school; to perform complex clerical support functions, and to do related work as required.

EXAMPLES OF DUTIES

Perform a variety of financial record keeping work, applying standard accounting procedures in the preparation, processing and maintenance of financial records; follow Education Code regarding ASB accounting procedures and comply with IRS regulations as they pertain to the regulation of student body organizations and their funds; prepare daily deposits and post to ledgers; keep ledger accounts and reconcile account balances; assist in fund raising activities including online student store; set-up and maintain files; type, assemble, and distribute information to staff; and answer questions from staff, students, parents and the public regarding program activities.

QUALIFICATIONSKnowledge of

Correct English grammar, spelling and punctuation; some bookkeeping; office methods, procedures and practices; and office automation, including computer operations/ word processing/spreadsheet.

Ability to

Perform a variety of bookkeeping and some clerical tasks; apply judgment, discretion and initiative; understand and carry out oral and written directions; keep complex records and files; read and write at a level appropriate to the duties of the position; make arithmetical computations; maintain financial records and information; learn office automation applications and skills; type at a net corrected speed of 40 words per minute; establish and maintain cooperative working relationships.

Experience

One year of varied clerical or bookkeeping work which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other related materials occasionally involved. Weight of materials will vary, but generally be of less than 20 pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: December 12, 2000

Revised: December 10, 2002, effective January 1, 2003

Revised: March 13, 2007, effective April 1, 2007

Revised: December 1, 2015, effective January 22, 2016

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