

SECRETARY, ASB ACCOUNT CLERK, SECONDARY

DEFINITION

Under direction of a high school activities director or District director, to perform responsible accounting functions in receiving and reconciling funds received and disbursed from student body funds or assigned District accounts; order supplies, materials and equipment for the school or programs; to perform secretarial and clerical support functions, and to do related work as required.

EXAMPLES OF DUTIES

Maintain account ledgers, collecting, preparing and processing deposits and purchase orders; follow Education Code regarding ASB accounting and procedures and comply with IRS regulations as they pertain to the regulation of student body organizations and their funds; prepare receipts for proceeds, including preparing daily deposits and posting to ledgers; receive and analyze computer-based data and reports, comparing with ledgers and identifying and correcting account balances; verify invoices, preparing disbursement orders and obtaining the proper approvals; maintain financial files and prepare financial reports; prepare sales tax reports; verify stores and inventory supplies; write checks from established cash accounts, recording balances and expenditures and making deposits; follow up on non-sufficient funds checks; process time cards for ASB workers and arrange payment of invoice to District by club or booster group; process payment of vouchers/1099 forms/W-9 of athletic event officials; schedule facilities; assist in fund raising activities; perform secretarial functions as required by the office; screen incoming correspondence; receive and screen visitors and telephone calls; maintain calendars; set-up and maintain files, type assemble and distribute correspondence and reports; may supervise the work of student assistants and volunteers; and answer questions from staff, students, parents, and the public regarding program activities.

QUALIFICATIONS

Knowledge of

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

Ability to

Perform a variety of different secretarial and bookkeeping tasks, determining the relative importance of each; reschedule and distribute work assignments due to changing priorities; learn independently; interpret and apply written policies and procedures; learn the operations of complex departments; establish and maintain cooperative working relationships; apply judgment, discretion and initiative; keep complex records and files; screen mail, telephone calls and visitors; read and write at a level appropriate to the duties of the position; make arithmetical computations; maintain financial records and information; post and check statistical records; learn office automation applications and skills; and type at a net corrected speed of 40 words per minute.

Experience

Three years of varied clerical, secretarial 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 work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

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

Board Approved: June 28, 1978

Revised: July 11, 1989

Revised: June 7, 1990

Revised: February 11, 1997

Revised: December 12, 2000 effective January 1, 2001

Revised: December 10, 2002 effective January 1, 2003

Revised: June 15, 2023