

SCHOOL ACTIVITIES ACCOUNT TECHNICIAN/CLERK

DEFINITION

Under general supervision to perform complex accounting functions in the maintenance of a variety of school funds and accounts. Record and compile financial data and to perform related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- ▶ Independently maintains a complete set of financial records relating to various funds.
- ▶ Oversee expenditures and verifies budget availability
- ▶ Make complex mathematical calculations and verify computations.
- ▶ Receive financial documents, screen for accuracy and adherence to legal and procedural requirements.
- ▶ Post records, check and balance totals.
- ▶ Prepare financial reports and financial accounting analyses.
- ▶ Collect and account for moneys due for activity fees charged for ASB, sports, clubs and other school related events.
- ▶ Answer the telephone and provide authoritative information relative to departmental procedures or services.
- ▶ Perform a wide variety of clerical work, including typing, proofreading, filing, checking and recording information.
- ▶ Provide clerical support for activities and/or athletic programs.
- ▶ Operate computer terminal equipment and a variety of other business office machines.

QUALIFICATIONS GUIDE

Knowledge of:

- ▶ Principles, methods and practices and procedures of bookkeeping and financial record management.
- ▶ Operation of computer terminal and business office machines and equipment.

Ability to:

- ▶ Perform complex accounting work without continuous supervision.
- ▶ Prepare, evaluate and review financial data reports.
- ▶ Establish and maintain cooperative working relationships.

Training and Experience:

Equivalent to completion of the twelfth grade, supplemented by course work in accounting or bookkeeping; two years of progressively responsible experience in financial record keeping; or any combination of training and experience that could likely provide the desired knowledge and abilities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.