

SCHOOL BOOKKEEPER

BASIC PURPOSE OF THE JOB CLASSIFICATION

To perform a variety of responsible account record keeping and support functions in the maintenance of High School/Intermediate Associated Student Body and general fund financial records; and other related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive general supervision from the school principal and work within a framework of standard policies and procedures. Employees' work assignments include performance of highly responsible financial account record keeping work for the processing and maintenance of Associated Student Body, General Athletic, and School General Funds at an Intermediate School or High School. Performance of these responsibilities requires organizational skills, accuracy, attention to details, discretion, good communication skills, and sound judgment.

REPORTS TO

High School/Intermediate Principal

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following information is descriptive and is not restrictive as to duties required)*

1. Maintains Associated Student Body accounting/fiscal records and expenditure transaction data; responsible for posting to requisite journals and ledgers.
2. Maintains financial records and processes documents involved with financial/special reports and transactions, assigning codes, preparing copies, and sorting as necessary.
3. Posts, checks, assembles, tabulates, audits, and compares statistical and financial data.
4. Checks documents for proper authorization before processing, coding purchase orders for proper expenditure classification.
5. Collects, deposits, and accounts for fees from a variety of sources.
6. Provides information on Associated Student Body policies and procedures.
7. Receives and analyzes computer-generated reports regarding student accounts, comparing data, identifying discrepancies, and correcting inconsistencies.
8. Verifies invoices and prepares disbursement orders for payment, obtaining necessary approval from the student council for payment of funds.
9. Makes daily bank deposits, reconciles bank accounts, and provides individual account reconciliation information to appropriate staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

10. Prepares journal vouchers and ledger entries to provide documentation for all record keeping functions related to job assignments.
11. Maintains student fee files for laboratory, athletics, textbook, and library, following-up with fee collection efforts as necessary.
12. Prepares cash boxes and tickets for athletic/school related events and maintains a petty cash account for student body funds.
13. Prepares, computes and types eligibility lists for student activities such as dances and field trips.
14. May oversee and coordinate the work of assigned student workers.
15. Monitors and assists students in a school office for various reasons including illness, discipline, and detention.
16. May prepare and monitor daily detention list, contacting students on detention issues.
17. Prepares a variety of State, Federal, District and County financial reports.
18. Prepares a monthly school calendar for facility use and District reference, answering questions regarding facility use and rental fees.
19. Assists with the support of student projects such as student store, student elections, school pictures, student handbook, and graduation exercises.
20. Types a variety of materials, such as interoffice communications, requisitions, forms, and letters from oral direction, handwritten copy, or clear draft.

TYPICAL PHYSICAL REQUIREMENTS

Sits for extended periods; frequently stands and walks; ability to lift 25 pounds or carry objects weighing over 15 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of office equipment including computers, telephones, calculators, copiers, and fax machines.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; continuous contact with staff, students, parents, and the public. 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.

While performing the duties of this job, the employee regularly works in an inside environment. The employee is frequently exposed to video display. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually quiet.

Knowledge of :

1. Proper English usage, grammar, spelling, vocabulary, and punctuation.
2. Modern office methods, procedures, and practices, including filing systems, business correspondence, and telephone techniques.
3. Basic account record keeping practices, principles, procedures, and terminology.
4. General bookkeeping principles and procedures.

Ability to:

1. Learn the District rules, regulations, and technical procedures used in the maintenance of assigned accounting records.
2. Perform a variety of technical accounting support work on an independent basis.
3. Interpret and apply rules and regulations in a variety of situations.
4. Prepare and maintain a variety of financial and statistical records.
5. Work on own initiative without close supervision.
6. Prepare and maintain a variety of records and reports.
7. Perform a variety of office support work.
8. Establish and maintain accurate financial and statistical record keeping systems, reports, and summaries.
9. Make arithmetic calculations quickly and accurately.
10. Identify and correct errors in mathematical computations and financial documents.
11. Learn and use a variety of computer software programs including word processing, spreadsheets, and other programs.
12. Operate a variety of standard office machines and equipment.
13. Effectively communicate both orally and in writing.
14. Establish and maintain cooperative working relationships.
15. Type at a minimum rate of 40 words per minute from clear, legible copy.
16. Perform minor first aid in compliance with established District policies.

Training and Experience:

A desirable combination of training and experience of at least three years in financial record keeping, filing and general support in a business or school office.

Special Requirements:

Ability to obtain a CPR and First Aid Certificate.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably

Rocklin Unified School District
accommodate any known disability.

School Bookkeeper

**The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment**

Adpoted: 03-02-05

Revised: 03-19-08