Escondido Union High School District
Job Description

Job Title: School Finance Clerk/Athletics-ASB Secretary
Employee Unit: Classified Bargaining Unit
FLSA Status: Nonexempt
Job Family: Fiscal and Related Classes
Salary Level: 28
Approved By: Board of Education
Approved Date: 09/10/19

NATURE OF WORK
Under general supervision, perform complex record keeping and reporting functions for school administration, associated student body and athletic department at a high school for the purpose of preparing accurate and complete accounting statements in compliance with District and State regulations; to perform responsible clerical duties in support of assigned responsibilities.

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

Maintain ticket logs for all dance and athletic tickets.

Maintain fundraiser recaps for all fundraisers.

Prepare bank deposits daily.

Process all refunds.

Process all athletic clearances and maintain file of cleared athletes.

Prepare all game schedules and rosters.

Collect student insurance and act as school liaison with insurance company; keeps log and sends all policy related monies to insurance company.

Maintain data base on all athletes’ letter awards.

Prepare all athletic award certificates.

Prepares lists/reports for club advisors of sales totals.

Orders, maintains inventory and sale of all spirit wear.

Maintains categorical budgets and communicates with the district administrator.

Input data into Purchasing Requisition System.

Assist staff with requisitions, pricing, and travel requisitions and reimbursements.

Prepare department reports for Department Chairs and/or Principal.
Monitor status of requisitions and purchase orders submitted to District Service Center.

Ensure that proper documentation is received for all expenses (site, categorical, ASB).

Ensure that ASB/Athletic activities and expenses conform to established state and district policies.

Receive collection calls from vendors; researches, performs follow up.

Receive cash and checks, make change, and issue receipts or tickets to students for all monetary transactions, such as bus tickets, ASB cards, yearbooks, school activities, athletic clearances, etc.

Maintain petty cash.

Prepare cash boxes for athletic events and other events as requested.

Maintain files as required, which may include transportation applications, parking stickers, parking tickets, etc.

Answer questions regarding school activities and costs for students and parents personally and over the telephone.

Prepare quarterly sales tax report.

May assist in sales, distribution or record keeping of class rings, graduation caps and gowns, diplomas, prom bids, graduation tickets, etc.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED) supplemented by courses in accounting. Minimum two years experience in general office with at least one year in educational/financial setting.

KNOWLEDGE OF:
Bookeeping and financial record-keeping terminology, methods and practices; preparation of comprehensive account reports; accounting and auditing principles, practices and procedures; inventory methods and procedures.
Modern office practices, procedures and equipment.
District organization, operation and policies.

ABILITY TO:
Communicate with suppliers, vendors, Boosters groups, PTA and parents regarding collection and distribution of monies; communicate with department heads and administrators regarding student activities, collection of monies, auditing, budgeting and to exchange information; perform specialized accounting and financial record-keeping duties to assure accurate accounting of
Associated Student Body (ASB) funds at an assigned high school; balance accounts and reconcile bank statements; interpret and apply rules, regulations, policies and procedures related to the District and applicable sections of the California Education Code; meet schedules and time lines; prepare and maintain financial records and prepare reports; collect monies pertaining to student functions; operate standard office and store equipment including calculator, typewriter and computer; make arithmetic calculations quickly and accurately; understand and follow oral and written directions; establish and maintain cooperative and effective working relationships with others.

CERTIFICATES, LICENSES, REGISTRATIONS
Keyboarding certificate verifying 50 net words per minute.

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 use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, 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.

COMMENTS
The individual assigned to this position represents the school and the district as sometimes the only contact students or parents have with the administrative office. It is essential that a helpful, caring and pleasant attitude be demonstrated at all times in the performance of this job. A professional appearance and exemplary attendance are required.