

ACTIVITIES ACCOUNT CLERK

DEFINITION

Under general supervision, maintain a complete set of books of Associated Student Body funds, clubs, and classes; perform duties as required for Activities Director and/or Athletic Director; perform other related work as required.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Independently maintains records and accounts and makes adjustments; verifies and balances daily, monthly, yearly financial records.
2. Provides information and assistance pertaining to accounting procedures and controls, operating guidelines and District policies and regulations.
3. Opens and closes accounts; monitors account balances.
4. Maintains fund balances; makes journal entries/transfers to maintain integrity of funds.
5. Submits monthly, year-end reports to the District, and to certified public accountants.
6. Maintains records of all paid assignments, dates, amounts, etc.
7. Receives student body account monies for deposit.
8. Reconciles bank statements and monthly reports.
9. Prepares monthly trial balance of all accounts; prepares financial statements.
10. Maintains records of accounts payable and accounts receivable funds for student body, club and class monies; prints accounts receivable checks and registers.
11. Interacts effectively with club advisors.
12. Maintains the integrity of ASB and class elections.
13. Maintains payroll records and submit time sheets for ASB workers.
14. Assists in the sale of tickets and other fundraising activities.
15. Collects transportation fees; submit transportation fee waivers.
16. Compiles 1099 information for District office.
17. Matches invoices and receiving documents to purchase orders.
18. May assist in other routine clerical functions of assigned work station, such as typing, making appointments and answering personal and telephone inquiries.
19. Performs other related functions as needed.

QUALIFICATIONS

Knowledge of:

Methods, practices and terminology of financial record keeping; mathematical principles; modern office practices and equipment; principles and practices of filing and record keeping; methods of preparing financial summaries and reports.

Ability to:

Perform difficult clerical work without continuous supervision; make arithmetical calculations with speed and accuracy; prepare and maintain accurate financial summaries and reports; skillfully operate office machines, computers and supporting software applications; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade; additional training in accounting is desirable; and two years of general clerical accounting experience.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.