



PITTSBURG UNIFIED SCHOOL DISTRICT

ASSOCIATED STUDENT BODY BOOKKEEPER

CLASSIFICATION SPECIFICATION

DEFINITION:

Under the supervision and direction of Business Services, perform specialized accounting and financial record-keeping duties to ensure accurate accounting of Associated Student Body (ASB), athletic and other student accounts; prepare, process and maintain ASB funds; assure accounting activities comply with established guidelines, policies and procedures; prepare and maintain accurate records and reports related to assigned accounts.

DISTINGUISHING CHARACTERISTICS:

Incumbent must work independently with minimal supervision. A major characteristic is a recognized functional responsibility for a relatively complex but homogeneous set of accounting and purchasing records. Procedures are generally established and are regulated by law and administrative requirements, and problems encountered demand good judgment, pleasant rapport, and adaptability on the part of the incumbent. This position requires the use of a high degree of tact in human resource situations in solving day-to-day problems.

EXAMPLES OF DUTIES:

- Prepare, process and maintain ASB funds
- Collect and receipt monies related to student functions, including the student store, club accounts, ASB funds, student activities, yearbooks, concessions, dances, special student events, etc.
- Count and record monies into the proper accounts
- Independently maintains complete and accurate financial records of all accounts
- Prepare financial statements for all accounts.
- Audits vendor invoices for accuracy, proper extensions, taxes discounts and totals
- Coordinates invoices with purchase orders
- Prepare and process ASB accounts payable warrants, payments, transfers and purchase orders
- Follows up on shortages, damaged items and other discrepancies
- Establish and update procedures concerning the processing of student body accounts
- Make bank deposits and reconcile bank accounts
- Maintain records on clearing account, including posting cash receipts, refunds and payments to the District
- Prepare and disperse money boxes for student events
- Establish procedures concerning processing of student body accounts; monitor adherence
- Train student treasurers and club advisors on financial procedures to ensure conformity with state laws
- Responsible for ensuring that all the proper signatures are obtained when taking in and dispersing funds

- Understand and follow oral and written directions
- Attend meetings
- Performs all other related duties as assigned

MIMIMUM REQUIREMENTS:

Knowledge Of:

- Laws and regulations governing school accounting and purchasing procedures
- Methods and practices of accounting record keeping
- Office methods and procedures
- Financial record keeping techniques
- Interpersonal skills using tact, patience and courtesy
- Bookkeeping applications
- Software applications such as Windows, Excel, database programs and accounting
- Oral and written communication skills; proper English usage, grammar, spelling, punctuation, proofreading; mathematical skills
- Pertinent Federal, State, and local laws, codes and regulations

Ability To:

- Make arithmetical computations rapidly and accurately
- Operate office equipment, such as, adding machines, calculators and computers with competence
- Learn and implement new procedures when needed
- Examine, reconcile/balance, verify, and post to assigned accounts
- Make sound decisions necessary in the function of the position
- Problem solve
- Perform accounting and fiscally related clerical functions competently
- Prioritize work to meet deadlines
- Compile and maintain accurate and complete accounting records and reports
- Read and understand accounting records and reports
- Prepare and review financial and purchasing reports, records and related summaries
- Understand and carry out oral and written directions
- Establish and maintain cooperative and effective working relationships with staff, vendors and the general public
- Carry out all aspects of the position professionally

Education & Experience:

Three years of responsible experience in maintenance of accounting, purchasing or statistical data. AA degree in accounting or related field or the equivalent experience. BA degree preferred.

Licenses and Other Requirements:

Valid California Driver's License

Typing certificate for 35 wpm

Working Conditions:

Office environment; driving a vehicle to conduct work. With or without accommodation, the ability to see and hear to conduct work, and speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files. Reading, writing, and operating computer keyboard.

TERMS OF EMPLOYMENT:

Work Year: 260 Days

Salary: Classified - Range 42 (\$42,427.32 - \$51,570.60)

Board Adopted: June 4, 2014