



# PITTSBURG UNIFIED SCHOOL DISTRICT

## ACCOUNTING CLERK/SCHOOL SECRETARY

### CLASSIFICATION SPECIFICATION

#### DEFINITION:

Under general supervision, to perform clerical accounting work of above average difficulty in the set up, review and maintenance of financial records at the Senior High School; and to perform all related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS:

Positions in this classification are normally assigned clerical accounting duties at the District's Senior High School related to such areas as student athletic activities, student body activities and employee payroll records. Incumbents are expected to solve routine or repetitive problems without assistance, but unusual or unique problems are referred to a supervisor.

#### EXAMPLES OF DUTIES:

- Performs specialized record keeping duties related to the maintenance of fiscal accounting records at the Senior High School
- Maintains student body accounts, including receiving, posting and depositing cash
- Balances student body accounts monthly, and prepares reconciliation and monthly status reports
- Prepares and processes requisitions, and prepares warrants
- Prepares and issues purchase orders
- Arranges for student transportation for athletic and other student activities, and processes payments for same
- Prepares for athletic events by setting up tickets, arranging for gate workers, and collecting and accounting for monies received
- Pays officials used for sporting events
- Prepares monthly regular and variable payrolls for high school staff, and distributes warrants
- Acts as liaison with District Accounting Office on matters related to employee payroll
- Gathers, checks and compiles data for reports
- Provides information on a regular basis to student body officers and school administrators concerning the records maintained
- Posts, adds, computes, compares and files financial data
- Perform a variety of regular clerical duties such as typing, filing, answering the telephone and providing information
- Sells items to students, such as athletic and dance tickets, and Student Activity Stickers

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## **EXAMPLES OF DUTIES:** (cont.)

- May take brief minutes of meetings
- Maintains absence records for classified staff
- May supervise student workers
- Performs all other related duties as assigned.

## **MINIMUM REQUIREMENTS:**

### **Knowledge Of:**

- Methods and practices of financial record keeping
- Modern office methods and practices
- Organization, collection and storage of data

### **Ability To:**

- Post data and make arithmetical computations rapidly and accurately
- Proficiently operate appliances such as the adding and calculating machines
- Compile and maintain accurate and complete records and reports
- Read and understand financial records, reports, and technical and legal materials
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with those contacted in the course of work

### **Training & Experience:**

Two years of general clerical experience, preferably including some fiscal record keeping; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

### **Physical:**

Good physical condition as determined by pre and post employment inquiries and health reports.